



Skills for Work. Confidence for Life.

# StreetWise Partners

## Volunteer Code of Conduct

Thank you for volunteering with StreetWise Partners! In order to maintain a high standard of excellence for our volunteers and mentees, StreetWise Partners expects volunteers to comply with the following guidelines:

### Program Expectations of Mentors

- Mentors are expected to be present at every program session, and an excess of three emergency absences is grounds for dismissal.
  - For an emergency absence a mentor must notify all appropriate parties (mentee, co-mentor, officers and staff member) as soon as they are aware they will need to miss session, and at least 24 hours in advance.
- Mentors must review first drafts of all deliverables that are due and provide feedback for mentees to incorporate. Mentees are expected to have first drafts to mentors at the weekly deadline that they determine with mentors in advance, and then upload the updated version of the assignment to the program website at least the day before the program session. Mentors will work with mentees to ensure a high-quality Graduation Portfolio.
- Mentors are expected to communicate with mentees at least once per week outside of program sessions. Mentors and mentees are also expected to communicate via email and the program website multiple times per week to submit and review deliverables.
- Business smart clothing should be worn at all StreetWise Partners events unless otherwise indicated (no jeans, no sneakers).

### Expectations of Mentors

- While participating in StreetWise Partners activities, volunteers will not engage in the following:
  - Discriminatory statements or behaviors, including those based on race, gender, sexual orientation, age, ethnicity, nationality or religion;
  - Sexual harassment;
  - Any unlawful or inappropriate activity (ex: no romantic relationship with any mentee, no using drugs or alcohol with any mentee)
- Volunteers may not use their participation in StreetWise Partners to promote partisan politics, religious matters or other affiliations.
- Volunteers will treat mentees, and everyone in the program, with respect and professionalism.



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- Volunteers must maintain the confidentiality of all personal or proprietary information to which they are exposed. Additional information about the protection of confidential information can be found in the Volunteer Agreement below.
- Volunteers may not use the name “StreetWise Partners” in association with any event or activity without explicit permission from a StreetWise Partners staff member.
- A primary purpose of the program is for StreetWise Partners employees and volunteers to evaluate mentees’ potential for future success and provide objective mentorship. Accordingly, volunteers are absolutely prohibited from seeking to have or having a romantic and/or sexual relationship with StreetWise Partners mentees throughout the duration of the twelve-month program. It is imperative that no mentee be placed in the uncomfortable position of wondering whether a volunteer’s invitation to a social event is anything other than a chance to become acquainted as part of our overall mentorship effort. Please be mindful of this and avoid any action that might be misinterpreted. During their time in the program, our mentees should be focused on developing skills and networking in a professional manner.

## **Mentor Dismissal**

StreetWise Partners reserves the right to reassign or dismiss volunteers when such action is in the best interest of the volunteer, StreetWise Partners, and/or a mentee. Reasons for dismissal may include, but are not limited to:

- Missing more than three program sessions;
- Excessive lateness;
- Involvement in any illegal activities;
- Failure to adhere to any of StreetWise Partners’ policies;
- Any behavior deemed inappropriate by StreetWise Partners as an organization.

Print Name: \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Date: \_\_\_\_\_