

NJVOAD Volgistics User Agreement

Code of Ethics and Conduct

All agencies and individuals accessing NJVOAD's Virtual Volunteer Reception Center (VVRC) through NJVOAD's Volgistics account are required to sign the Code of Ethics and Conduct form certifying that they shall meet the following standards of conduct while utilizing the platform:

I AGREE to adhere to the highest ethical performance standards stated below:

1. Maintain neutrality while working in the VVRC or representing HELPNJNOW.ORG:
 - a. I will not engage in conversations of a political, racial, religious or ideological nature.
 - b. I will not attempt to convert, proselytize, or in any other way influence another's religious, political or ideological beliefs.
2. I understand that all partner agencies have equal status in the VVRC and must abide by the rules of conduct. Our commitment to serve brings these agencies together with a common purpose and inspires us to excel and to behave in ways that inspire the trust of those seeking to help after a disaster.
3. All partner agency representatives will comply with applicable Federal, state and local laws and regulations.
4. I WILL NOT engage in the following actions:
 - a. **Personal Use:** Authorize the use of or use the name, emblem, services or endorsement of the VVRC, or any partner agency or individual in the VVRC, for personal benefit or advantage.
 - b. **Financial Advantage:** Accept or seek any financial advantage or benefit for myself or on behalf of anyone else in the VVRC.
 - c. **Affiliation:** Publicly use the VVRC or affiliation in connection with the promotion of partisan politics, religious matters or positions on any issues.
 - d. **Confidentiality:** Disclose any confidential information that is obtained solely as a result of participating in the VVRC to any person not authorized to receive such information.
 - e. **Retaliation:** Retaliate against any member who seeks advice from, raises a concern with, or makes a complaint to the VVRC Site Manager or any other partner agency or individual regarding fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct.
 - f. **Honesty:** Purposely edit information to mislead volunteers and/or intentionally hurt the image of the VVRC or any partner agency or individual.

- g. **Integrity:** Act in any manner that is contrary to the best interest of the VVRC, partner agencies or those seeking to volunteer.

Certification of Commitment to the Code of Ethics and Conduct

I certify that I have read and understand the Code of Ethics and Conduct for partner agencies and agree to comply with it, as well as applicable laws, at all times. I affirm that the information registering the agency below to participate in the VVRC is correct.

At any time during the term of my affiliation with HELPNJNOW.ORG, should an actual or potential conflict of interest arise between my organization and/or my personal, business, or financial interests and the interests of the VVRC, I agree to: (1) disclose promptly the actual or potential conflict to the VVRC Site Manager; and (2) abide by the decision of the VVRC Site Manager regarding continued participation in the VVRC.

After reading these policies, please complete the information below, sign and return this form to the VVRC Site Manager.

Organization: _____

Primary Contact: _____

Cell Phone: _____ **Alt. Phone:** _____

Email Address: _____

Primary Signature: _____ **Date:** _____

Secondary Contact: _____

Cell Phone: _____ **Alt. Phone:** _____

Email Address: _____

Secondary Signature: _____ **Date:** _____