

**University of Massachusetts Amherst Alumni Association  
Volunteer Code of Conduct, Confidentiality and Conflicts of Interest  
Amended on May 10, 2008**

The success of the University of Massachusetts Amherst Alumni Association depends on a network of volunteers serving in a variety of roles. The Alumni Association values its volunteers and works to create programs and services to support and enhance their involvement. This Code of Conduct, Confidentiality and Conflicts of Interest has been established to help the Alumni Association fulfill its mission and support the vision and goals of the University of Massachusetts Amherst. This policy shall apply not only to members of the Board of Directors, but also shall apply to all members of the Board's strategic initiative committees and taskforces, the Alumni Club steering committees, and any other volunteers in the Alumni Association's governance structure.

All Alumni Association volunteers must commit to work together in the best interests of the Alumni Association and the university and not for personal, political, third-party or financial gain. Specifically, volunteers must agree to the following:

### **Code of Conduct**

- Adhere to the policies and procedures of the UMass Amherst Alumni Association. Ask for clarification if ever in doubt or if you do not understand them.
- Serve as a positive representative for the Alumni Association and the university by conducting yourself in an informed, appropriate and professional manner.
- Prepare for and actively participate in your volunteer assignment.
- Acknowledge and respect other volunteers and their contributions, talents, efforts and dignity. Treat them equally as peers.
- Be courteous and respectful of other volunteers' opinions. Participate in open and honest communication and discussion in a responsible and respectful way.
- Keep your word. Accept an assignment only when you can truly participate 100% and are committed to completing the task.
- Strive to create satisfaction and enjoyment from your volunteer experience.

### **Confidentiality**

As a volunteer, you recognize that you owe a duty of care to the UMass Amherst Alumni Association and that includes a duty of confidentiality. In connection with your volunteer service, you may be given or have access to confidential information of the Alumni Association or third parties.

- Confidential information is all information that the Alumni Association considers to be confidential or proprietary information of the Alumni Association or third party sources.
- Confidential information may include, but is not limited to, information regarding the organization, operations, policies, procedures, programs, contracts, finances, investments, membership lists, and alumni directory data.
- Confidential information also may include, but is not limited to, unpublished or pre-released versions of Alumni Association or third party documents and emails and information, and internal use only or limited circulation documents and information.

- When appropriate, written confidential information will be stamped “Confidential” and confidential conversations should be noted as such.
- You agree that you will not disclose or permit to be disclosed any confidential information, and that you will not appropriate, photocopy, reproduce, or in any fashion replicate any confidential information without the prior written consent of the Alumni Association.
- You agree to use reasonable efforts to maintain the confidentiality of the confidential information.
- You also agree not to use any confidential information for your own benefit or that of your employer unless authorized in writing by the Alumni Association.

**Conflicts of Interest**

- Avoid placing, and avoid the appearance of placing, your own self-interest or any third-party self interest above that of the Alumni Association.
- Avoid representing yourself as an agent of the Alumni Association or the Board of Directors without prior Board approval.
- Refrain from entering into a business contract with the Alumni Association.
- Disclose involvement with other organizations, businesses or individuals where such a relationship(s) might be viewed as an actual or potential conflict between your personal financial interests and that of the Alumni Association, and disqualify yourself from participating in any decision with respect to those interests.
- Refrain from accepting duties, incurring obligations, accepting gifts or favors, engaging in private business or professional activities when there is, or would appear to be, a conflict between your personal financial interests and the interests of the Alumni Association or university.
- Accept and abide by the legal and fiscal responsibilities of the Conflicts of Interest Policy as specified in the Alumni Association’s bylaws and in its Board of Director’s Handbook.

**Violations of the Code of Conduct, Confidentiality and Conflicts of Interest**

- Any volunteer or member of the Alumni Association, or university staff member working on behalf of the Association, may report suspected violations of the Code of Conduct, Confidentiality and Conflicts of Interest statement to the UMass Amherst Alumni Association’s Executive Director or President.
- Upon receipt of such report, the President shall appoint an ad hoc Omsbud Committee to review and investigate the report, in accordance with procedures outlined within the *Review of Board Member or Volunteer Conduct* policy, to determine whether charges (and, if so, what charges) should be brought against the individual suspected of violating the Volunteer Code of Conduct.

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Signature

\_\_\_\_\_  
Date

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

*By signing this document, I acknowledge that I have read and understand the information contained herein.*