CAMPUS CHAPTERS EXECUTIVE COMMITTEE
VOLUNTEER CODE OF CONDUCT

1. Volunteers serve the alumni community and the university. They serve without financial remuneration with the exception of when expenses are incurred; such remuneration is made according to the policies and procedures of the University of Alberta and only where approved in advance and in writing by the Alumni Association.

2. Volunteers are expected to fulfill their roles with good faith, honesty and integrity, carrying out their responsibilities in a professional and timely manner.

3. Volunteers are required to act at all times in the best interest of the university, refraining from putting personal interest ahead of the university.

4. If conflicts of interest, potential conflicts of interest or conflict of commitment do arise, volunteers are expected to take steps to remove the conflict, fully disclose the relevant circumstances, or abstain from vote or discussion.

5. It is not appropriate for volunteers to use university resources -- including staff, equipment or information technology -- for personal purposes or the benefit of third parties.

6. Volunteers shall not disclose in any way confidential information obtained through their involvement with the Alumni Association or act upon such information for their personal gain or the benefit of outside parties; this also applies to former volunteers after they leave the executive committee. Additionally, all volunteers must sign a confidentiality agreement annually.

7. Volunteers may not solicit gifts or other favours from any organization or individual with actual or potential business involvement with the university or the university's advancement initiatives; gifts or benefits must be fully disclosed.

8. Volunteers are required to be circumspect in communication with external audiences, being careful not to have any comments or views they share seen to be expressed on behalf of the University of Alberta.