



NORTHWEST FOLKLIFE

Northwest Folklife Volunteer Code of Conduct

About Northwest Folklife:

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. We are deeply committed to equity, diversity, and inclusion as a cultural arts and heritage organization. Therefore, we seek volunteers who bring a wide range of lived experiences, respectfully engage with people who hold diverse cultural perspectives, and are grounded in the desire to serve the community.



Volunteering with Northwest Folklife:

As a volunteer, you are an integral part of the Northwest Folklife team representing the organization to patrons and the public. As participants in Northwest Folklife programming, you help create a positive and safe experience. To maintain this welcoming environment, we ask that all volunteers agree to the following:

- Check in at the volunteer registration center, work your entire shift, and check out with the Volunteer Coordinator (or appropriate staff).
- Show up on time and dress appropriately for scheduled events and shifts.
- Contact the Volunteer Coordinator immediately when you must cancel a scheduled volunteer shift. Email: volunteers@nwfolklife.org
- Be willing to perform the duties and tasks of the volunteer job you signed up for or communicate with the appropriate staff member(s) if you need reassignment.
- Do not use alcohol and controlled or illegal substances before and during your shift.
- Children, friends, and family members may not accompany you on your volunteer shift unless you have permission to do so from the Volunteer Coordinator. However, they are welcome to register as volunteers and work with you!
- Treat patrons, visitors, artists, fellow volunteers, and staff with respect and courtesy.

Northwest Folklife creates opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest.

- Respect diversity. It is not acceptable to harass others on any basis.
- Report any medical concerns, unsafe behaviors, or security-related situations to a Northwest Folklife staff member (these individuals usually carry walkie-talkies).
- Conduct yourself in a manner that is befitting the positive and spirited image of Northwest Folklife.
- Have fun! Volunteering should be a rewarding experience to meet and work with your larger community.

Volunteers who do not follow the NORTHWEST FOLKLIFE VOLUNTEER CODE OF CONDUCT will be subject to dismissal from the Northwest Folklife Volunteer Program. Failure to stay for the entirety of your shift. Failure to show up for your shift without canceling ahead of time may make you ineligible for future Northwest Folklife volunteer opportunities. Interaction with the public should always remain respectful. Issues with patrons should be taken to the volunteer coordinator of Folklife Staff member at the Welcome Stations.

A. At-will volunteering

Northwest Folklife (NWFL) abides by volunteering-at-will, which permits NWFL or the volunteer to terminate the volunteering relationship at any time, for any reason. Neither the policies contained in this document, nor any other written or verbal communication are intended to create a volunteering contract. Northwest Folklife has sole discretion to add to, delete, or change any policy contained in this document except volunteering-at-will.

B. Attendance and Tardiness

Attendance and punctuality are essential factors to successful NWFL programs and events. Tardiness or absences from designated shifts reduce the effectiveness of our services. Good attendance is a condition of continuing participation with NWFL.

Whenever an individual or group knows that they will be absent or late to a scheduled shift, give prompt notice directly to the contact listed in their informational packets ***a minimum of two hours before the starting time of the workday or shift***. Notice ***by telephone*** is the only acceptable form of this communication.

C. Volunteer Discipline

Northwest Folklife maintains and expects the highest level of professional discipline from its board members, officers, employees, volunteers, and participants.

Northwest Folklife creates opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest.

The following are prohibited and may result in disciplinary action: Violation of the NWFL's policies or safety rules; insubordination; poor attendance or tardiness without appropriate notice; unauthorized possession, use, or sale of alcohol or controlled substances on work premises or during working hours (**see D**); unauthorized possession, use or sale of weapons, firearms or explosives on work premises; poor performance, theft or dishonesty; disrespect toward fellow volunteers, staff, visitors or other members of the public; harassment (**see E.1**), or sexual harassment (**see E.2**). These examples are not all-inclusive. NWFL emphasizes that discharge decisions are based on assessing all relevant factors.

Nothing in this policy is designed to modify our volunteering-at-will policy.

D. Alcohol and Illegal drugs

Northwest Folklife is committed to maintaining a safe, efficient, and healthy work environment. In addition, all individuals representing NWFL programs and services are expected to do so professionally with the highest regard for our organization's image and community standing. Any individual under the influence of any alcoholic beverage or drug while volunteering poses serious health and safety risks to themselves and others. To protect the safety and health of all community members that participate in NWFL programs, activities events, NWFL has established the following policy regarding alcohol and illegal drugs at work:

No individual shall report to a volunteer shift or be present on NWFL premises, NWFL event premises, in NWFL vehicles or engage in NWFL activities while under the influence of controlled substances due to the effect on the job safety and performance.

The unlawful or unauthorized distribution, dispensation, possession, sale, or use of alcohol or controlled substances on NWFL premises, NWFL event premises, in NWFL vehicles, or while engaged in Northwest Folklife activities is also strictly prohibited. Any violation of this substance abuse policy may result in disciplinary action, including termination of volunteering.

E. Anti-Harassment

E.1 Non-Harassment

We prohibit harassment of one volunteer by another volunteer, employee, supervisor, or third party for any reason based on a "protected class," including, but not limited to: veteran status, uniform service member status, or any other protected class under federal, state, or local law. Harassment of third parties by volunteers is also prohibited.

Northwest Folklife creates opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest.

In Washington, the following are a protected class: age [40 or over]; sex; marital status; race; creed; color; national origin, including ancestry; sensory, mental, or physical disability, including the results of an HIV or Hepatitis C test; use of a trained guide dog or service animal by a person with a disability; pregnancy and childbirth; honorably discharged veteran or military status, credit report or credit history, and sexual orientation.

The purpose of this policy is not to regulate the personal morality of those who are involved with or represent Northwest Folklife. Instead, it ensures that the workplace is an inclusive, welcoming, and safe space free from threats – verbal, physical, mental, or emotional. Therefore, no Northwest Folklife board member, officer, employee, volunteer, or participant shall harass another for any reason or in any manner. The conduct prohibited by this policy includes behavior in any form, including but not limited to email, voice mail, text messages, pictures, images, writings, words, or gestures. While not fully defining all harassment, it includes slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Any Northwest Folklife board member, officer, employee, or volunteer who believes that this policy has been violated must report the situation immediately as per Reporting Instructions below in **E.3 Harassment Reporting**.

E.2 Sexual Harassment

Any sexual harassment is against organization policy and may be unlawful. Sexual harassment of any volunteer by another volunteer, employee, supervisor, or third party is prohibited. Harassment of volunteers or other third parties by any Northwest Folklife board member, officer, employee, volunteer, or participant is also prohibited.

The purpose of this policy is not to regulate the personal morality of those who are involved with or represent Northwest Folklife. Instead, it ensures that the workplace is an inclusive, welcoming, and safe space free from sexual harassment. Sexual harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, including sexually-related drawings, pictures, jokes, teasing, emails, text messages, and uninvited touching, or other sexually-related comments. The conduct prohibited by this policy includes behavior in any form, including but not limited to email, voice mail, text messages, pictures, images, writings, words, or gestures.

We do not tolerate sexual harassment. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against volunteers who report violations of this policy in good faith or participate in investigating such violations.

Northwest Folklife creates opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest.

Any volunteer who believes this policy has been violated should report the situation immediately as per the Reporting Instructions below in E.3 Harassment Reporting.

E.3 Harassment Reporting

Incidents or complaints of any harassment should be reported immediately to one of the following members of management who have been designated to receive such complaints:

Reese Tanimura, Managing Director, at (206) 334-2435 or reese@nwfolklife.org

Tony Icasiano, Accounting & Finance Manager, at (425) 922-8055 or tony@nwfolklife.org

A response should be received promptly and no later than five business days from the date of the initial communication by the volunteer.

If the organization does not respond in a manner the volunteer deems satisfactory or consistent with this policy, or if the complaint is about these managers, report the situation to Michael Herschensohn, Chair of Northwest Folklife Board of Directors Governance Committee, at (206) 412-0702 or mh982501@gmail.com.