

**FRIENDS MEMBER VOLUNTEER CODE OF CONDUCT POLICY**  
**FRIENDS OF MOREAU LAKE STATE PARK**  
**JANUARY 2020**



**Section 1. Friends Member Volunteer Code of Conduct Statement**

The Friends of Moreau Lake State Park (FRIENDS), is a volunteer organization that engages and enables members and non-members of the public to participate in activities throughout the year. FRIENDS volunteers work side-by-side with NYS Office of Parks, Recreation and Historical Preservation (OPRHP) under the legal directives of a Memorandum of Understanding (MOU) with OPRHP in carrying out member volunteer activities. All members of FRIENDS will act with honesty, integrity, respect and openness in all their dealings as representatives of the organization.

**Section 1a. Memorandum of Understanding (MOU) between FRIENDS and OPRHP 2015**

The following sections 9 and 10 are reprinted from the MOU:

“9. To the extent required by Article 15 of the Executive Law, (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, FRIENDS will not discriminate against any volunteer, employee or applicant for employment or membership because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status.”

“10. To the extent it does not conflict with applicable laws, rules and regulations, OPRHP reserves the right to require FRIENDS to discipline, re-train or replace any employee or volunteer whose actions are inconsistent with the mission of OPRHP.”

**Section 1b. NYS OPRHP Employee Code of Conduct Policy Section 1**

The following is the Mission of OPRHP as stated in the MOU:

**“OPRHP Mission and Guiding Principles:** Whenever you are in a State park facility, site or office, whether on or off duty, you are expected to maintain a professional, and helpful demeanor and treat all visitors, patrons and fellow employees with courtesy and respect. You are expected to refrain from the use of profane, vulgar, demeaning, or discriminatory language while at work or when visiting our facilities. When working, you should perform all assigned duties and responsibilities with integrity and honesty. In this way, you will further the agency’s mission by helping to cultivate a positive work environment and an atmosphere that will encourage our visitors to return again and again. See, **GOV-POL-001, Mission Statement and Guiding Principles.**”<sup>1</sup>

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<sup>1</sup> NYS OPRHP Policy Title: Employee Code of Conduct; HR-POL-025

**Section 2. Maintain a Responsible Relationship with FRIENDS**

As a FRIENDS Member Volunteer, I will:

- Respect and adhere to the FRIENDS Code of Conduct for all FRIENDS sanctioned activities I participate in;
- Execute FRIENDS business in an ethical manner;
- Preserve the confidentiality of information (and sign confidentiality agreement, if required by my member volunteer role) about program participants and FRIENDS internal affairs that have been entrusted to me;
- Refrain from using my FRIENDS member volunteer status for personal or business financial gain;
- Fulfill my assigned member volunteer duties, including completion of required records or reports, in a timely manner;
- Work cooperatively with other FRIENDS members, non-members and PARK STAFF;
- Participate in required training programs and use the recommended policies and procedures;
- Accept supervision and support from supervisory members, volunteers and/or PARK STAFF as designated.

**Section 3. Maintain a Respectful Relationship with Individuals**

As a FRIENDS Member Volunteer I will:

- Respect and uphold the rights and dignity of all other members, volunteers, PARK STAFF and all individuals who participate in FRIENDS programs recognizing that people's values, beliefs, customs, and strengths differ;
- Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives;
- Refrain from the use of alcohol, tobacco, and inappropriate language during sanctioned FRIENDS activities;
- Commit no illegal or abusive act including but not limited to sexual harassment or any form of harassment;
- Handle conflicts with other volunteers and PARK STAFF without intimidation, name calling, threats or any other demeaning or aggressive behavior.

**Friends of Moreau Lake State Park Member Code of Conduct Agreement**

**Signatures:** With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read and understand the FRIENDS Member Code of Conduct. I understand that refusing to sign will exclude me from participating in FRIENDS sanctioned activities.

FRIENDS Volunteer Printed Name \_\_\_\_\_

FRIENDS Volunteer Signature \_\_\_\_\_

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