



VOLUNTEER CODE OF CONDUCT

The Sooke Region Historical Society that operates the Sooke Region Museum & Visitor Centre recognizes that volunteers are a vital human resource and will commit the appropriate infrastructure to support volunteer involvement. We make every effort to ensure effective volunteer involvement and to provide a safe and supportive environment for volunteers.

Volunteers at the Sooke Region Museum & Visitor Centre:

- have rights and responsibilities;
- make a commitment and are accountable to the organization;
- act with respect for the cause, the stakeholders, the organization and the community;
- carry out their involvement responsibly and with integrity.

About the Sooke Region Historical Society

Purpose:

- To gather and preserve information, records, and objects of educational and cultural value associated with the natural and human history of the area, and without limiting the generality of the foregoing
- To establish and maintain a museum for the purpose of preserving, recording, and exhibiting for public enjoyment such material
- To undertake other such activities, which from time to time, may be deemed appropriate

Vision:

To be a community museum that makes a difference... improving the lives of residents and visitors to the Sooke Region.

Mission:

Inspiring an appreciation of the Sooke Region's past and its relevance to our present and future.

Values:

Welcoming – *Creating space for everyone*

We create friendly, inclusive spaces where every visitor, volunteer, employee, and neighbour feels valued and part of the story.

Inspiring – *Sparkling curiosity and wonder*

We encourage learning, creativity, and discovery, helping our community connect with our shared heritage.

Stewards – *Caring for what has been entrusted to us*

We responsibly look after our collections, resources, environment, and our relationships so they can be enjoyed for generations to come.

Ethical – *Acting with integrity and respect*

We earn trust by being honest, fair, thoughtful, and transparent in all that we do.

Relevant – *Listening, learning and adapting*

We stay connected to our community's voices and experiences, ensuring our work reflects what matters today.

This Code of Conduct ensures that all volunteers, staff, visitors and participants have a positive, safe and valuable experience that safeguards the reputation of the Museum. We require all volunteers to comply with this Code of Conduct.

RESPECTFUL CONDUCT

Volunteers will behave and communicate respectfully with all participants, staff, visitors and volunteers with whom they interact. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others is not tolerated, and will be addressed promptly, in confidence, and in accordance with standards of due process. The Museum expects all staff and volunteers to abide by the B.C. Human Rights Code.

CONFLICT OF INTEREST

Volunteers will avoid all situations in which their personal interests conflict or be perceived to conflict with their duties to the Museum. Volunteers shall, at the first opportunity, disclose any conflict of interest.

CONFIDENTIALITY

At all times, the privacy, confidentiality and dignity of all participants, volunteers, visitors and staff will be respected.

PRIVILEGED INFORMATION

Volunteers will not use for their purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the Museum. This applies both during and after the period in which the individual is a Museum volunteer.

APPLICATION

This Code of Conduct applies to everyone who participates in a paid or unpaid role within the Museum, or volunteers in any activity sponsored by the Museum, regardless of the size, scope, or nature of that role or activity. These are minimum standards and do not cover every contingency. Failure to comply with these standards is grounds for corrective action up to and including removal of the individual from their volunteer position. Any volunteer who is uncertain of the application of this Code of Conduct should contact their supervisor, the Executive Director or a member of the Board of Directors' HR Committee for clarification or further information.