



EMPOWERING PEOPLE AND PROMOTING HOUSING OPPORTUNITY

Code of Conduct

Volunteers of Neighbor to Neighbor (N2N) must comply with the following items:

- I will not discriminate against, or refuse professional services to anyone on the basis of race, disability, color, creed, religion, sex, age, national origin, ancestry, veteran status, sexual orientation or gender identity.
- I will not use my professional relationship to further my own interests.
- I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interests and helping them help themselves.
- I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service.
- I will maintain confidentiality when storing or disposing of client records.
- I will maintain a professional attitude, which upholds confidentiality toward individuals served, colleagues, applicants and the nonprofit.
- I, upon leaving N2N, will maintain client and co-worker confidentiality, and I will hold as confidential any information I obtained concerning the nonprofit.
- I will respect the rights and views of my colleagues within N2N and in other organizations, and treat them with fairness, courtesy and good faith.
- I will make every effort to avoid relationships that could impair my professional judgment.
- I will not engage in nor condone any form of harassment or discrimination.
- If I notice inappropriate behavior (from staff members or other volunteers), I will notify an appropriate staff member.
- I will accurately represent my education, training, experience and competencies as they relate to my profession.
- I will abide by Neighbor to Neighbor policies related to public statements and talking to the media.
- I have total commitment to provide the highest quality of service to those who seek my professional assistance.
- I will continually assess my personal strengths, limitations, biases and effectiveness.

Housing Opportunity Center
1550 Blue Spruce Drive
Fort Collins, CO 80524
970.484.7498 ~ 970.488.2355 fax

Loveland Office
565 North Cleveland Avenue
Loveland, CO 80537
970.663.4163 ~ 970.663.2860 fax

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- I will not advise on problems outside the bounds of my competence.
- I will seek assistance for any problem that impairs my performance.
- I understand that violation of this code may be grounds for dismissal.

I, _____, certify that I have read and understand the Code of Conduct of Neighbor to Neighbor, and agree to comply with it. I affirm that (1) I have no financial interest in Neighbor to Neighbor and (2) I have no affiliation with any organization that may have interests that conflict with, or appear to conflict with the best interests of Neighbor to Neighbor.

I agree, during the term of my affiliation with Neighbor to Neighbor, to report promptly to my supervisor or the Executive Director, any future situation that involves, or might appear to involve, me in any conflict with the best interests of Neighbor to Neighbor.

Date: _____

Name: _____

Signature: _____