



## **Florida International University Alumni Association Volunteer Code of Conduct and Confidentiality Agreement**

The success of the FIU Alumni Association depends on a network of volunteers serving in a variety of roles. The Alumni Association values its volunteers and works to create programs and services to support and enhance their involvement. This Code of Conduct has been established to help the Alumni Association fulfill its mission and support the vision and goals of FIU. All Alumni Association volunteers must commit to work together in the best interests of the Alumni Association and the university and not for personal, political, third party or financial gain. Specifically, volunteers must agree to the following:

### **Code of Conduct**

- Adhere to the policies and procedures of the FIU Alumni Association and ask for clarification if ever in doubt or if you do not understand them.
- Serve as a positive representative for the Alumni Association and the university by conducting yourself in an informed, appropriate, and professional manner.
- You promise to refrain from speaking poorly, disrespectfully, or negatively of the university and its faculty, staff, and administrators in public.
- Prepare for and actively participate in your volunteer assignment.
- Acknowledge and respect other volunteers and their contributions, talents, efforts and dignity.
- Be courteous and respectful of other volunteers' opinions. Participate in open and honest communication and discussion in a responsible and respectful way.
- Accept an assignment only when you are truly committed to completing the task.
- Strive to create satisfaction and enjoyment from your volunteer experience.

### **Conflicts of Interest**

- Avoid placing, and avoid the appearance of placing, your own self-interest or any third party self-interest above that of the Alumni Association.
- Refrain from entering into a business contract with the Alumni Association while representing FIU as a volunteer.
- Disclose involvement with other organizations, businesses or individuals where such a relationship(s) might be viewed as an actual or potential conflict between your personal financial interests and that of the Alumni Association, and disqualify yourself from participating in any decision with respect to those interests.
- Refrain from accepting duties, incurring obligations, accepting gifts or favors, engaging in private business or professional activities when there is, or would appear to be, a conflict between your personal financial interests and the interests of the Alumni Association.

## Confidentiality

I, \_\_\_\_\_, acknowledge that in the course of my work activities as an agent of the Florida International University Foundation, Inc., I may have access to documents, data (in various forms) or other information, some or all of which may be confidential, proprietary and privileged from disclosure.

Except as required by my activities, I agree to never, either during or after my assignment as an agent of the Florida International University Foundation, Inc., to directly or indirectly use, publish, disseminate or otherwise disclose to any third party, or use for personal gain, confidential, proprietary or privileged information acquired in the course of my activities.

I have been informed and understand that the Florida Legislature granted an exception to Public Records Act F.S. Ch.199 through F.S. 1004.28(5) in an effort to protect confidentiality of donors and information associated with philanthropic activity.

All philanthropic promotions and solicitations will follow the ethical guidelines promoted by the Council for Advancement and Support of Education (CASE). I have been informed of the Florida International University Official Policy regarding Ethics in University Advancement and agree to abide by the professional conduct outlined in this policy.

I understand that if I violate the standards of confidentiality I may be subject to dismissal from my position and/or may be subject to prosecution under applicable federal and state laws.

***My signature below confirms that I have read and understand this document. Failure to abide by this code of conduct will result in review of your current volunteer standing.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
FIU Representative Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
FIU Representative Signature

\_\_\_\_\_  
Panther ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Role

\_\_\_\_\_  
Title & Department

