



**Historic Mission San Juan Capistrano
Code of Ethics Policy
For Volunteers
August 2019**

PURPOSE:

Historic Mission San Juan Capistrano places a value on its volunteers. To manage expectations for the volunteer community, which is integral to the best management of the Mission, the organization maintains a Code of Ethics Policy regarding standards of conduct. Volunteers work in support of organizational values and on behalf of and acknowledge that administration has been delegated fiduciary responsibilities for day to day operations. Volunteers are to respect that administration sets expectations.

CODE OF ETHICS:

- Respect for all individuals and the Mission San Juan Capistrano organization. We recognize that even though we may be members of an individual Mission volunteer group, we are a part of the bigger whole that serves the Mission. As such we also expect volunteers and staff to treat each other with respect and cooperation.
- Confidentiality. Information that we, as volunteers, are privileged to know such as archival holdings and access, and/or information regarding Mission donors, staff, board members, volunteers, financial data, security measures or any other information, is to be considered **strictly confidential** and not shared with others or used in a manner that may cause harm or hardship. We do not use email to communicate non-Mission related information.
- Conflicts of Interest. As volunteers we are expected to act at all times in the best interest of the Mission. We are not to use our position to influence the use of an outside commercial enterprise. There is no copy writing or ownership of materials used in service to the Mission. All property including documents, photos, electronic files, etc. created by staff or volunteers in service of the Mission are considered property of Mission San Juan Capistrano and the Diocese of Orange. Copywriting is prohibited. Materials are shared.
- Loyalty. As volunteers, we support the Mission's larger organization, its values and dedication to preservation, education and inspiration. We conduct ourselves to present the organization in a positive light. If there are criticisms and negativity that are ongoing, volunteers are asked to resign.

- Political Activities. Campaigns or endorsement of issues or candidates not pertinent to the Mission are encouraged to be held off site, and away from offices.
- Preservation. We are dedicated to the preservation of artifacts, structures, and history of the Mission. In this regard, all actions will include competence, respect, knowledge, and appropriate care and handling of objects as established by the Mission Preservation standards of handling, storage, conserving. We require interpretative efforts to be known, shared and documented.
- Conduct. We conduct ourselves in a professional, courteous and welcoming manner. We are to be familiar and follow the guidelines established by the Diocese of Orange as outlined in the “Policy Against Sexual Misconduct” for lay employees, non-ordained religious women and men and volunteers.
- Press. Volunteers may not speak on behalf of Mission San Juan Capistrano to members of the press, media, or other outside agencies or organization unless asked or authorized to do so by Mission staff.
- Organizational structure. The Mission is owned by the Diocese of Orange. The Mission has a pastor, and foundation. The Executive Director is responsible for daily operations of the site. All volunteers must respect and report to the Executive Director with regard to public outreach, finances, use of Mission, and publications and more. The Executive Director has the responsibility, as delegated, to provide verbal approval of any initiatives that are taken on behalf of the Mission. This includes flyers, contracts, banners, applications, initiatives, training manuals that are used on the grounds. There shall not be by-laws or other organizational structures that operate independently of Mission San Juan Capistrano or fail to recognize organization structure.

I have read and agree to abide by the Historic Mission San Juan Capistrano Code of Ethics Policy for Volunteers. Questions regarding this policy are to be directed to the Mission Development and Volunteer Manager, Human Resources or Executive Director.

Print Name

Signature

Volunteer Organization(s)

Date