



## Volunteer Expectations of Professional Behavior

At Pata De Perro- Community Bike Club, our volunteers are the backbone of our mission to foster a community of cycling enthusiasts dedicated to promoting cycling for recreation, transportation, and as a means to improve overall health. We are committed to creating an inclusive, safe, and respectful environment for all members, volunteers, and participants. This policy outlines the expectations of professional behavior for our volunteers.

This policy applies to all individuals volunteering with Pata De Perro- Community Bike Club, regardless of their role, the duration of their volunteer commitment, or the nature of their volunteering activities.

Our volunteers are expected to uphold and reflect the core values of Pata De Perro- Community Bike Club in all their interactions and activities:

- **Respect:** Treat all individuals with respect, kindness, and dignity.
- **Integrity:** Demonstrate honesty, integrity, and transparency in actions and communication.
- **Inclusivity:** Foster an environment of inclusivity and non-discrimination, regardless of race, color, religion, gender identity, sexual orientation, age, national origin, disability, or any other characteristic.
- **Safety:** Prioritize personal safety and the safety of others in all club activities and events.
- **Collaboration:** Work cooperatively with fellow volunteers, club members, and the community, sharing knowledge and experiences to achieve our collective goals.

### Professional Behavior Expectations

- **Conduct:** Maintain a professional demeanor in all activities associated with the volunteer role. This includes being punctual, reliable, and prepared for scheduled events or activities.
- **Communication:** Communicate effectively and courteously with other volunteers, club members, and the public. This includes listening actively, speaking respectfully, and avoiding language that is derogatory, offensive, or harmful.

- **Conflict Resolution:** Address disagreements or conflicts with other volunteers or club members constructively, seeking assistance from a program coordinator or supervisor when necessary.
- **Confidentiality:** Respect the privacy and confidentiality of personal information of members, volunteers, and participants encountered through volunteer activities.
- **Representation:** When representing Pata De Perro- Community Bike Club, whether in person or online, conduct oneself in a manner that positively reflects the values and mission of the organization.
- **Compliance:** Adhere to all policies, procedures, and guidelines established by Pata De Perro Bike Club, including those related to health and safety, data protection, and use of organizational resources.

## Reporting and Accountability

Volunteers are encouraged to report any instances of misconduct, harassment, or violation of this policy to a program coordinator or supervisor. All reports will be taken seriously and investigated promptly and discreetly.

Email: [patadeperrorbikeclub@achla-mn.org](mailto:patadeperrorbikeclub@achla-mn.org)

## Consequences of Violation

Violations of this Professional Behavior Policy may result in disciplinary action, up to and including removal from the Pata De Perro- Community Bike Club volunteer program. Such actions will be taken to preserve the integrity of our community and ensure the safety and comfort of all members and participants. We reserve the right to take appropriate measures based on the severity of the violation, in alignment with our commitment to maintaining a respectful and inclusive environment.

Our volunteers are vital to the success of Pata De Perro- Community Bike Club and the achievement of our mission. By adhering to these expectations of professional behavior, we can ensure a positive, safe, and enriching experience for all members and volunteers. We thank you for your commitment, passion, and dedication to our community.

## Acknowledgment and Agreement: Volunteer Expectations of Professional Behavior

I, \_\_\_\_\_ (print name), hereby acknowledge that I have read, understand, and agree to abide by the Pata De Perro- Community Bike Club: Volunteer Expectations of Professional Behavior. I understand that failure to adhere to these guidelines may result in disciplinary action, including potential removal from the volunteer program. I commit to upholding the values and standards outlined in this policy and to contribute positively to the Pata De Perro Bike Club community.

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

Please return this signed acknowledgment to your program coordinator or supervisor as part of your volunteer registration process.

**Pata de Perro- Community Bike Club is a program offered by Alliance of Chicanos, Hispanic and Latin Americans (ACHLA) a 501(c)(3) nonprofit tax-exempt organization.**

