



## **Conduct and Confidentiality Agreement**

National STEM Society, Inc. volunteers are dedicated individuals who play a significant role in supporting and advancing the mission and goals of National STEM Society, Inc. through their time, expertise, and generosity. The National STEM Society, Inc. values volunteers as ambassadors and advocates of our schools, divisions, departments, centers, and other parts of National STEM Society, Inc. programs and events.

This conduct and confidentiality agreement will assist our volunteers by clarifying National STEM Society, Inc. standards and processes. By establishing a mutual understanding and common set of expectations, we will build a strong foundation for valuable and lasting relationships with our volunteers.

### **Volunteer Standards and Expectations**

Volunteers' actions reflect on them individually and on the National STEM Society, Inc. These guidelines provide a common understanding of the standards and expectations of National STEM Society, Inc. volunteers.

National STEM Society, Inc. volunteers should:

- Read the following guidelines and agree to conduct oneself according to these expectations.
- Maintain the highest standards of integrity and ethical conduct, including but not limited to respectful and professional verbal and written communications with all National STEM Society, Inc. affiliates.
- Abide by National STEM Society, Inc. policies on discrimination, harassment, and sexual misconduct.
- Read, acknowledge, and abide by the National STEM Society, Inc. Board/Council Member Confidentiality Statement.

### **Conflict of interest:**

A conflict of interest situation exists whenever a board or council member may be influenced by an outside interest, such as personal financial gain. Individuals should not leverage their volunteer status for personal or commercial gain, and any conflict of interest scenario should be avoided whenever possible. If a relationship is deemed a conflict of interest, volunteers will be asked to remove themselves from participating in any National STEM Society, Inc. decision with respect to those specific interests.

In the event of a potential conflict of interest, volunteers should:

- Disclose involvement with other relevant organizations, businesses, or individuals where the relationship might be viewed as an actual or potential conflict between personal interests and those of the National STEM Society, Inc.
- Alert Development and Alumni Relations staff immediately when personal or professional conflicts of interest may affect volunteering status.
- Avoid placing self-interest or any third party interest above that of the National STEM Society, Inc. in the scope of conducting or assisting with National STEM Society, Inc. business, or while volunteering for an National STEM Society, Inc. sponsored activity, program, or event.

#### **Social media:**

- If a personal social media account mentions one's volunteer affiliation with National STEM Society, Inc., it is advisable to place a written disclaimer on your account that views expressed are yours alone and do not reflect the views of the National STEM Society, Inc.
- Volunteers must not represent themselves as a spokesperson for any part of the National STEM Society, Inc. unless given written permission from a Development and Alumni Relations staff member.

#### **Endorsements:**

- Volunteers should not endorse or appear to endorse any product, service, or person on behalf of the National STEM Society, Inc., nor can they enter into a contract on behalf of the National STEM Society, Inc.

#### **Media inquiries:**

- Should you receive any media requests, please forward those requests to the Office of Volunteer Engagement at [volunteer@nationalstemsociety.org](mailto:volunteer@nationalstemsociety.org) or 1-678-221-4147.
- Volunteers should not speak to the media about National STEM Society, Inc. business on behalf of the National STEM Society, Inc. unless given written permission from the Office of Volunteer Engagement. If permission is granted, the individual should identify himself or herself as a volunteer, not as an employee or official representative of the National STEM Society, Inc.

### **Use of the National STEM Society, Inc. Name and Marks (National STEM Society, Inc. branding):**

- Volunteers may refer to their official board/council affiliation with National STEM Society, Inc. for purposes of identifying their volunteer status within the National STEM Society, Inc..
- Additional use of associated National STEM Society, Inc. logos, trademarks, insignias, and icons for personal or professional use is prohibited to avoid implying official National STEM Society, Inc. endorsement, promotion, or approval.

### **National STEM Society, Inc. Board/Council Member Confidentiality Statement**

While serving as a National STEM Society, Inc. volunteer, you may receive confidential information about the National STEM Society, Inc. or its donors. Confidential information may include:

- Financial information regarding National STEM Society, Inc. and/or the specific school, division, department, research center, or program your role supports.
- Constituent information such as addresses, phone numbers, and donation history.
- Non-public development, real estate, or National STEM Society, Inc strategic plans.

We ask that you do not disclose confidential information to anyone outside of your fellow volunteer cohort(s), and that you use reasonable care to prevent the disclosure of confidential information – both during your volunteer service and after its conclusion.

In addition, volunteers are ineligible to receive access to non-public information regarding ongoing National STEM Society, Inc. research or intellectual property during their service.

National STEM Society, Inc. reserves the right to terminate volunteer status at any time for individuals who do not adhere to the above policies and guidelines or whose actions are deemed inappropriate or unprofessional for their role. Volunteers may also withdraw from their role with the National STEM Society, Inc. at any time if they believe their learning expectations are not being met, their volunteer role is no longer fulfilling, or they can no longer serve the National STEM Society, Inc. in a volunteer capacity. Notice of such decisions should be written within two weeks of termination or 24 hours of immediate position withdrawal from their volunteer position Human Resources Development, Manager, or Volunteer Relations staff contact. Immediate terminations within 24-48 hours will not receive a reference or volunteer letter for the terminated volunteer. All property, equipment, and tools of the National STEM Society should be returned immediately to the National STEM Society 13010 Morris Rd, Ste 600, Alpharetta, GA 30004 reception desk labeled to the National STEM Society Inc. Access to all applications or systems will be immediately discontinued.

If you have questions about whether a specific piece of information is confidential, don't hesitate to contact the Office of Volunteer Engagement at [volunteer@nationalstemsociety.org](mailto:volunteer@nationalstemsociety.org) or 1-678-221-4147.

Thank you for your service and acknowledgment of our internal and external operating policies, guidelines, and non-public disclosure of the National STEM Society, Inc. confidential information, applications, actions, and systems.

Volunteer Name \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Signature \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_