



Hudson River Sloop Clearwater, Inc.

Code of Conduct 2017-2018

It is up to us - staff, crew and volunteers - to demonstrate our ongoing commitment to integrity, honesty, fairness, openness, respect and responsibility. We represent Hudson River Sloop Clearwater, Inc. ("Clearwater") and it is up to each one of us to take this responsibility seriously.

We are committed to:

- Acting honestly, truthfully and with integrity in all our transactions and dealings;
- Treating every individual fairly with dignity and respect;
- Being responsible, transparent and accountable for all of our actions;
- Acting at all times in the best interest of Clearwater;
- Understanding that we are here to serve the mission of Clearwater, which serves us all.

We will not accept:

- Abusive language, bullying, discourtesy, rudeness towards a staff member, crew, volunteer, audience, artists or any other participants;
- Verbal, nonverbal or physical harassment towards a staff member, crew, volunteer, audience, artists or any other participants;
- Actual or threatened violence towards a staff member, crew, volunteer, audience, artists or any other participants;
- Discriminatory or harassing behavior towards a staff member, crew, volunteer, audience, artists or any other participants. Such behavior is a violation of Clearwater policy and may implicate state, federal, or local law;
- Conduct endangering the life, safety, health or well-being of others;
- Taking unfair advantage of any staff member, crew, volunteer, audience, artists or any other participants;
- Fighting or using obscene, abusive, or threatening language or gestures;
- Inappropriate use of email, including transmitting any email content that is offensive, discriminatory, defamatory, threatening, harassing, fraudulent or that is prohibited by law (including sexually explicit messages, cartoons or jokes, unwelcome propositions, and ethnic or racial slurs);
- Transmitting gossip, including information about oneself or others, or forwarding email messages under circumstances likely to embarrass the sender, emotional email responses to business correspondence or work situations. Insubordination, including refusal to perform work as directed or failing to cooperate with a supervisor or leader and in the case of the Festival, the Festival Director;

- Failing to maintain the confidentiality of the organization, customer or member information;
- Stealing of property or misuse of organization materials;
- Contacting or conducting any business with any local, county, state or federal agencies or with any vendors or contractors as a representative of the organization without explicit consent from a supervisor and in the case of the Festival, the Festival Director.
- Willful violation or disregard of safety, health, fire, security or employment regulations, signs and notices;
- Possession of illegal drugs on Clearwater’s property, Festival site, on-board the *Clearwater* or reporting to the program/event while under the influence of illegal drugs or alcohol.

Dismissal of Volunteers

Volunteers who do not adhere to the rules and procedures of the organization or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with Clearwater’s Director of Human Resources; and in the case of the Clearwater Festival, the Festival Director and Clearwater’s Director of Human Resources.

All those volunteering for Clearwater, including the Clearwater Festival, must sign this Code of Conduct in order to participate.

I have read and I understand Hudson River Sloop Clearwater’s Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

Signature: _____

Print name: _____

Date: _____