

## **Volunteer Code of Conduct**

**As members of our Manitoba Marathon community, we all play an important role in the success of the Manitoba Marathon. We bear a responsibility to ourselves, to others and to the organization to uphold the following standards of conduct:**

### **RESPECTFUL CONDUCT**

Volunteers must treat with respect all participants, staff, and fellow volunteers with whom they interact while conducting Marathon business. Harassment, discrimination or other behaviors that compromise the dignity and self-worth of others cannot be tolerated.

### **PRIVILEGED INFORMATION**

Volunteers must not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the Marathon (for example, lists of sponsors or suppliers). This applies both during and after the period in which the individual is a Manitoba Marathon volunteer.

### **INTELLECTUAL PROPERTY**

Any intellectual property developed by a volunteer in the course of his or her role with the Marathon (for example, guidebooks, training resources, promotional materials) is the property of the Marathon.

### **CONFIDENTIALITY**

At all times, the privacy and dignity of participants, sponsors, volunteers and staff will be respected. Volunteers may have access to information and documents relating to participants, sponsors, volunteers and staff that are private and confidential in nature; reasonable care and caution will be exercised to protect and maintain total confidentiality. Volunteers will not read records or discuss such information unless there is a legitimate purpose. All participant, sponsor, volunteer and staff records are the property of the Marathon and are kept in a secure location.