

Ally Code of Conduct

I agree to uphold the Colorectal Cancer Alliance's standards with the utmost integrity. All allies shall abide by and conform to these professional standards:

- Allies shall act honestly and ethically while in the performance of their events and volunteer duties.
- Allies shall treat all Alliance employees, volunteers, and community members with respect, courtesy, and dignity.
- Allies shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
- Allies shall not harass, bully, or mistreat staff or other volunteers.
- Allies shall obey all applicable local, state, and federal laws while acting on behalf of the Alliance, including all rules and regulations that govern appropriate conduct in the workplace.
- Allies shall deter wrongdoing and ensure accountability for adherence to the Code of Conduct.
- Allies shall assist and cooperate with all Alliance investigations.
- Allies shall report violations or suspected violations of the Code of Conduct. Violations should be reported to the assigned staff partner, their manager, or volunteer@ccalliance.org.

I understand that Privileged Information includes, but is not limited to, information about the Alliance's Development program, its donors, event participants, constituents, and prospects, such as:

- Names
- Contact information (including phone number, email address, or mailing address)
- Giving history
- Funding areas of interest
- Event participation history
- Connection to colorectal cancer
- Medical/patient information

As an ally representing the Alliance, I understand and agree to the following:

- If the Alliance provides me with Privileged Information, it is in strict confidence to enable me to perform my functions as a volunteer.
- I will never use Privileged Information for any purpose other than my volunteer service with the Alliance.
- I will not share Privileged Information outside of Alliance's staff.
- I will ensure the Privileged Information I receive is kept safe and secure from any unauthorized access, which includes preventing access to my computer, devices, email, or any other access point(s) that I control to Alliance's data.
- I will never copy the Alliance's data, whether electronically or on paper, except when it is necessary to address an envelope, write a letter, or write an email as part of my volunteer service.