

# ACCESS ADVENTURE CODE OF CONDUCT

## Policy for Dismissal

**All volunteer staff, guests and clients involved in any ACCESS ADVENTURE activity are expected to:**

Act in a professional manner with consideration and allowances for people with disabilities.

Be respectful and courteous towards clients, volunteer staff and the general public.

Follow the confidentiality policy.

Dress appropriately.

Respect the needs of fellow volunteers and clients (including special understanding of behavior, including vulgar language that may be precipitated because of their disability.)

Follow established safety procedures.

Take direction from supervising personnel – driver of carriage, person(s) responsible for harnessing, hitching, manure management, feeding, horse training, volunteer training, barn management, etc.

Complete tasks in a timely and efficient manner and to the satisfaction of the project supervisor.

Make a commitment to agreed-upon schedule.

Be punctual. Give sufficient notification of cancellation, in general, a minimum 24 hours notice.

Do not use alcohol or illicit drugs while volunteering at events.

Smoking is strongly discouraged. No smoking within 100 feet of any participant or animal. At Rush Ranch it is only permitted on the benches beneath the flag.

At Rush Ranch, dogs are only permitted on leash and around ranch buildings. This is a Solano Land Trust policy. Exceptions must be cleared with them. Service dogs are automatic exceptions. No dogs permitted near horses, or in paddocks or barns, if horses are present.

Use appropriate interactions with clients, visitors, volunteers, etc. at all times, including but not limited to the following:

- ❖ Touching
- ❖ Being alone with minors
- ❖ Content of conversations

ACCESS ADVENTURE reserves the right to dismiss any person at any time from ACCESS ADVENTURE activities. That dismissal will be considered and decided upon by a randomly selected committee after discussion with the person and anyone else who was present at the violation of our Code of Conduct.

I have reviewed and agree to the above guidelines.

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

Print Name: \_\_\_\_\_