



## UC Master Food Preserver Code of Conduct / Responsibilities and Rights

Reference Source: UC Master Food Preserver Program Administrative Handbook, Appendix 5

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All University of California Cooperative Extension (UCCE) MFP volunteers and volunteer trainees shall act in ways that promote and support the UCCE MFP goals and that do not conflict with UCCE MFP policies and procedures. The UCCE Director may, if necessary in their sole judgment, immediately limit, suspend or terminate the services of any MFP participant that does not comply. In such instances, the decision of the UCCE Director is final.

### The following are prohibited when acting on behalf of the UCCE MFP:

1. Failure to demonstrate a supportive and cooperative attitude to UCCE MFP staff, MFP volunteer peers, home Food Preservers, and/or other program stakeholders, as well as failure to adhere to the programmatic goals established by the UCCE MFP staff.
2. Violation of the signed Annual Volunteer Agreement or of the UCCE MFP Code of Conduct.
3. Possession or use of illegal drugs or alcohol (or to be under the influence thereof) when involved in a UCCE MFP event or activity.
4. Use of abusive, obscene and discriminatory language at any UCCE MFP activity or event.
5. Attack or harassment of another person; whether visual, verbal physical and/or by the use of social media.
6. Behavior that is illegal, unsafe, or contrary to the highest standard of ethics.

### Your Responsibilities:

1. Maintain a professional presence and dress when acting as a MFP volunteer and agent of the University of California.
2. Recognize and honor the authority and responsibilities of the statewide MFP office, UCCE County Directors, and UCCE MFP staff in setting program priorities, standards and direction.
3. Be committed to the core values, educational goals, and standards of the UCCE MFP at the various organizational levels.
4. Respect and safeguard the individual rights, competencies, safety, and property of UCCE MFP participants.
5. Take personal responsibility for the resolution of any interpersonal conflict that may arise, whether with fellow volunteers, other Program participants, UCCE MFP staff and/or other UC personnel; thereby demonstrating positive conflict resolution skills to all involved.



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### Your Responsibilities (continued):

6. Prohibit discrimination in any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran. We appreciate your volunteer service to the University of California. You provide a valuable link to our local communities. As you are considered an agent of the University of California, the following guidelines were developed to assist you in understanding what rights and responsibilities you have as a UCCE Master Food Preserver volunteer.
7. When driving on UCCE MFP business, possess a valid California driver's license and carry proof of the minimum automobile liability insurance required by UC, and ensure that all passengers use seat belts.
8. Report your UCCE MFP volunteer hours on a regular basis as required by UCCE MFP staff.
9. Provide receipts for any money collected in the name of the UCCE MFP.
10. Adhere to and help enforce the program policies and procedures referred to in the UCCE MFP Administrative Handbook for Program Staff.
11. Be recognized as an agent of the UCCE MFP when working in a MF volunteer capacity by wearing your UCCE MFP name badge.

### Your Rights:

1. To be respected by UCCE MFP staff for the contribution MF volunteers make to the program.
2. To have access to current UCCE MFP materials, training, and curriculum to support program delivery.
3. To actively participate in communications and meetings concerning the administration and delivery of the county UCCE MFP.
4. To be informed of any administrative action that may or does result in disciplinary action or dismissal from the program.
5. To make written complaints concerning the UCCE programs, policies or personnel as described in the UCCE MFP Administrative Handbook for Program Staff.



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### Penalties:

Infractions of this UCCE MFP Code of Conduct/Responsibilities and Rights should be reported promptly by anyone observing them to UCCE MFP staff. The UCCE Director may, if necessary in their sole judgment, immediately limit, suspend or terminate the services of any MFP Volunteer. Further, the UCCE Director may, if necessary in their sole judgment, waive the formal review process and immediately terminate the MFP volunteer if necessary in cases of excessive disruption to the MFP (e.g., a potential threat to public safety, receipt of notice that the MFP volunteer is the subject of a criminal investigation, and/or other conditions that cannot be remedied with corrective action).

By my signature I acknowledge receipt of this document, and I acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a UCCE MFP volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a MFP volunteer.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_