



Volunteer Code of Conduct

All volunteers are required to follow and adhere to the following standards of conduct:

Confidentiality

1. In accordance with COMAR 07.01.06.08, State and local review board members and staff shall maintain confidentiality pursuant to COMAR 07.01.07
2. Volunteers shall not disclose or discuss any confidential information learned while performing CRBC duties to any person not authorized to receive such information.
 - a. This includes: DSS staff not responsible for the case, court personnel other than a Judge or Master, other foster parents, law enforcement officials, volunteer's family members, and CRBC board members in outer jurisdictions.
3. Volunteers shall not discuss case or other confidential information while out in public

Conflict of Interest

1. Volunteers shall not act in a manner that creates conflict with the interests of CRBC and any organization in which the volunteer has a personal, financial, or business interest.
2. A conflict of interest includes cases in which the volunteer:
 - a. Cared for the youth(s) being reviewed as a kinship, foster, biological, or adoptive parent,
 - b. Was or is employed by an agency which directly served (or serves) the child or family during the volunteer's employment,
 - c. Is in a personal or professional relationship with the child, family, any interested persons, or Social Workers involved in the case being reviewed.
3. In the event of an actual or potential conflict of interest during a review, the individual involved should excuse him or herself from voting in the review but may act as an interested party.
4. Volunteers shall not write letters, speak, or act in the name of CRBC without permission and guidance from the CRBC governing board (State Board)
 - a. This includes: holding meetings, writing letters, calling, or otherwise communicating and corresponding with local, departmental, or other State officials.
5. Any actual or potential conflict of interest should be fully disclosed as it arises.
6. Volunteers' participation in other civic, philanthropic, and political activities is supported by CRBC. However, volunteers shall not conduct any activities while performing duties related to CRBC. Additionally, such activities shall be conducted in a manner that does not involve CRBC or create an appearance of CRBC's involvement or endorsement.
7. Volunteers shall not accept gifts, tips, or otherwise accept payments from:
 - a. Persons you know to be directly (or indirectly) involved with youth currently or previously reviewed
 - b. Persons employed by the Department of Human Resources or any of its entities such as any of the local Departments of Social Services, the Social Services Administration, or other State officials.

Citizens Review Board for Children

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- c. In exchange for services provided as a volunteer (excluding mileage reimbursements and volunteer appreciation gifts) A gift includes any type of gratuity, favor, service, discount, loan, fee, compensation, cash, or anything of monetary value (except from relatives).

Professional Conduct

1. Volunteers shall be dependable and respectful of their commitment and volunteer responsibilities.
2. Volunteers shall treat all individuals with a sense of dignity, respect, and worth.
3. Volunteers shall be nonjudgmental about racial and cultural differences.
4. Volunteers shall avoid profane or abusive language and disruptive behavior.
5. Volunteers shall not use, possess, or be under the influence of alcohol or illicit drugs while serving in their CRBC duties.
6. Volunteers shall not encourage or pressure anyone to accept their political, religious, cultural, or societal beliefs.
7. Volunteers shall follow the chain of command in reporting grievances.
8. Volunteers shall abide by the State of Maryland's policy against sexual harassment in the workplace.
9. Ethical concerns relating to another board member should be reported immediately to the assigned Staff Assistant

Violation of code(s) of conduct

1. Volunteers shall adhere to the above codes of Conduct.
2. Dishonest or otherwise unethical or illegal behavior will constitute a violation of this code, regardless of whether the code specifically addresses this behavior.
3. Suspected violators will be brought to the attention of the State Board where the members will determine the appropriate action.
4. Violators of the codes will be subject to disciplinary action including:
 - a. Suspension from the board and all board activities,
 - b. Removal from the board and all board activities,
5. Volunteers who have been placed on suspension at least once during a 12-month period will be removed from the board upon another code violation.
6. Volunteers who have failed to attend more than 50% of meetings for any 12-month period shall write the State Board and Governor explaining why meetings were missed.
7. In accordance with COMAR 07.01.07.10, volunteers who have disclosed confidential information may:
 - a. Be found guilty of a criminal offense, punishable by a fine not to exceed \$500, by 90 days imprisonment, or both
 - b. Face civil liability for damages.

I have read and agree to abide by the above listed codes of conduct.

Printed Name

Signature

Date