

VOLUNTEER CODE OF CONDUCT

Volunteers (Advocates, Ambassadors, Kidney Health Coaches, Fundraisers and others) are an integral part of the American Kidney Fund's ("AKF") team and mission. They help support the organization's goals by participating in company-directed, public, and private activities.

This Volunteer Code of Conduct is a shared commitment to creating a welcoming, respectful, and effective environment for everyone we serve and work alongside.

Online, in person and always while volunteering for AKF in any capacity, we expect all volunteers to:

1. **Be mission focused.** Keep the people we serve at the center of your actions.
2. **Act with integrity.** Be honest, follow through on commitments, and represent AKF responsibly and truthfully.
3. **Lead with respect.** Treat every person with dignity, regardless of background, identity, or perspective. Be respectful of others' cultural, ethnic, national, sexual, and gender identification differences.
4. **Be professional.** Do not use profane or abusive language.
5. **Be nonpartisan.** AKF is a nonpartisan organization. In your role as a volunteer, do not speak or write negatively of politicians, political parties, or their opposing views.
6. **Maintain Confidentiality and Privacy.** Do not share any confidential, medical, or personally identifiable information obtained through your AKF volunteer activities without prior written consent; such information may only be shared when explicitly authorized and in accordance with applicable policies and laws.
7. **Follow AKF communications and brand guidelines.**
 - **Logos and materials**
Only use AKF logos and materials if you have prior written permission from AKF. AKF logos and materials are not to be used by volunteers for their own personal ventures under any circumstances without such permission.
 - **Communications (media)**
If you identify a potential media opportunity or a member of the media has reached out to you for an article in your capacity as an AKF volunteer, you must first clear this media opportunity with the AKF communications department in writing. If an unplanned media interaction occurs, notify AKF within 24 hours via volunteers@kidneyfund.org.
8. **Be transparent that you are a volunteer.** Do not refer to yourself as an employee or staff member of AKF.
9. **Keep your professional work separate from your volunteer work.** Unless you are a licensed or certified health care professional, do not use your volunteer work, or AKF materials, to raise money for yourself or make money for yourself.
10. **Follow this Code of Conduct when posting on social media.** Remember that you are a volunteer ambassador for AKF.

Refer any violation of this Volunteer Code of Conduct to an AKF staff member as soon as possible.

We are committed to creating an environment where everyone feels welcome and safe. Harassment, discrimination, or exclusionary behavior of any kind is not consistent with our values and will not be tolerated.

If something doesn't feel right, we encourage you to speak up. Volunteers can raise questions or concerns with volunteers@kidneyfund.org. We approach concerns with the goal of understanding, resolving issues, and maintaining trust.

By volunteering with us, you agree to uphold these shared expectations and contribute to a positive, respectful environment for all.

Volunteers who are found to have violated this Code of Conduct will be reviewed on a case-by-case basis by AKF. Inability to follow this Code of Conduct may require AKF to disallow you from future volunteer opportunities. For questions and concerns about this Code of Conduct, or to report potential violations, please e-mail volunteers@kidneyfund.org.