



THE MEMORY | LE PROJET PROJECT | MÉMOIRE

Volunteer Code of Conduct

Volunteers have signed up with The Memory Project and agree to visit or video conference with schools and community groups or complete media interviews representing The Memory Project.

Under the code of conduct, it is understood that:

- Volunteers will interact with Memory Project staff, other volunteers, and members of the public in a professional, courteous, civil, dignified, respectful, fair, and equitable manner.
- The Memory Project will not accept any sort of harassment, derogatory language, yelling, or other actions deemed disrespectful.
- Volunteers promise to be truthful and accurate in representing their service and experience.
- Your role in The Memory Project is as a volunteer, not an employee of Historica Canada. Any compensation provided by The Memory Project and Historica Canada is to help cover travel expenses, not as payment for services rendered, and is offered at The Memory Project's discretion.
- At no point when you are representing The Memory Project will you be intoxicated or otherwise under the influence of alcohol or drugs, outside of those prescribed by a licensed physician.
- You will not act in any manner that is harmful, disparaging, or defamatory to Historica Canada, that results in embarrassment to Historica Canada, loss of confidence in Historica Canada by its client community or funding agents, or loss of Historica Canada's charitable status.
- Memory Project speaking engagements are an opportunity to talk about your personal service experience and share your own stories (and specific themes/topics, if applicable and agreed upon beforehand). Speakers will not use speaking engagements as an opportunity for personal promotion, including but not limited to entrepreneurship, or Canadian Armed Forces promotion or recruitment.

Examples of Prohibited Behaviour:

- Behaviour that demeans, ridicules, or embarrasses an employee, fellow volunteer, visit organizer, or student.
- Harassment of or disrespectful behaviour toward others because of race, ancestry, age, record of offences, marital status, sexuality, gender identity, family status, or disability.
- Inappropriate language, comments, or jokes contrary to the tone of the visit.
- Using visits for personal gain or promoting interests/organizations beyond The Memory Project.

In the event of a breach of any of the above clauses, Historica Canada may terminate your status as a Memory Project volunteer without warning.



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Volunteer Rights

As a volunteer with The Memory Project, you have the right to the following:

- Volunteers will be treated with respect by other speakers, Memory Project and Historica Canada staff, and visit organizers.
- Volunteers will be communicated with in their preferred official language (French or English) and format (e.g., email, phone).
- Volunteers will have access to a seat, refreshments, parking, and accessibility adaptations (where possible and if communicated in advance), if required for a visit.
- Volunteers will have clarity from visit organizers regarding audience size and age, expectations for the presentation, and length of speaking engagement.
- Volunteers will set boundaries with visit organizers around topics and themes they are comfortable or uncomfortable discussing or taking questions about.
- Volunteers will have, at minimum, fifteen minutes of available time for a presentation.
- Volunteers have the right to decline any visit that they are uncomfortable with.