

Summary of Smithsonian Institution Standards of Conduct Regarding Smithsonian Volunteers

- The Smithsonian defines volunteers as individuals who, for civic, charitable, or humanitarian reasons, and at the Smithsonian's request, provides a service to the Smithsonian without promise, expectation, or receipt of compensation (even from a 3rd party).
 - Volunteers shall not solicit or accept any gift that is in return for performance for an official act or that appears to be offered because the volunteer holds a position at the Smithsonian or may have influence within the Smithsonian.
- While acting as a Smithsonian volunteer, you are subject to supervision by a Smithsonian employee.
- The Smithsonian reserves the right to modify and/or discontinue its volunteer program, activity, or any particular volunteer's service without cause or notice at any time.
- A volunteer shall not compromise the integrity of or public confidence in the Smithsonian.
 - While on duty, volunteers are responsible for exhibiting appropriate professional conduct and behavior and respecting others, and refraining from discriminatory practices on the basis of race, color, religion, sex (including pregnancy), age, national origin, disability, genetic information, parental status, marital status, or sexual orientation. This also includes refraining from any workplace harassment, defined as unwanted or unwelcome conduct whether verbal, written, or physical in nature.
- All volunteers must register their activities and hours.
- Volunteers have no expectation of privacy while they are on duty or using Smithsonian resources (e.g. wi-fi networks).
- Volunteers are required to sign a release confirming that the Smithsonian may photograph, videotape, or otherwise document them while volunteering and may use any such images or recordings, including name, likeness, voice, statements, and image for any purpose and in any media now known or later developed.
- A volunteer may use the Smithsonian volunteer title or association as mere professional information or biographical data. For example, a volunteer may list their volunteer experience on their resume.
- A volunteer shall obtain advance clearance from their supervisor before publically appearing in connection with, writing about, or speaking about any aspect of the Smithsonian.
- Volunteers shall not directly or indirectly use or permit the use of Smithsonian property or resources (including, for example, email, equipment, facilities, information that is not available to the general public, confidential or proprietary information, and staff or volunteer time) for purposes unrelated to official volunteer duties or for unfair advantage.
- Volunteers shall respect the intellectual property and other ownership rights of the Smithsonian in its name, brand, goodwill, collections, property, and other assets. The Smithsonian owns all work product and other materials created or developed by volunteers in the scope of their volunteer position.
- Volunteers represent the Smithsonian to the public and are perceived as speaking for the Smithsonian. While on duty, on Smithsonian property, using Smithsonian resources, or wearing Smithsonian or SERC issued clothing or identification, a volunteer shall refrain from speculating or expressing personal beliefs, opinions, or judgements in a way that could appear as if the volunteer is stating an official position of the Smithsonian.
- A volunteer shall not disclose any Smithsonian information that is of a confidential or sensitive nature, or any other information of such character that its disclosure might be contrary to the best interests of the Smithsonian.
- A volunteer shall report promptly to their supervisor any injuries or damage incurred or otherwise observed by the volunteer while the volunteer is on duty.
- If a volunteer is injured while engaging in official volunteer duties, their supervisor shall submit a Federal Employees Compensation Act claim for such injury or damage as the supervisor would do for a Smithsonian employee.