



## **USS TURNER JOY DD 951 US NAVAL DESTROYER MUSEUM**

### **Volunteer Code Of Conduct**

This Code Of Conduct is a general guide for conducting yourself while on the ship and participating in Museum activities. In addition, you should be guided by common sense and by instructions from the Director and staff personnel.

1. Volunteer Docents and Tour Guides shall appear clean, neat and attired in a Turner Joy shirt or jacket with a Turner Joy hat with either khaki, dark blue or black trousers.
2. Maintenance volunteers shall be dressed appropriately for the activity and as clean and neat as possible.
3. Volunteers shall immediately check in with gift store personnel on arriving and departing.
4. Tour Guide Volunteers shall notify gift store personnel if unable to report for a scheduled tour as soon as possible.
5. When called for a tour Volunteers shall arrive at least 15 minutes before the tour begins.
6. Volunteers shall log-in and log-out in the log book located in the Volunteers room on the ship to record their volunteer time.
7. Tour Guide Volunteers shall complete the qualifications for becoming a certified Tour Guide prior to conducting solo tours.
8. Tour Guide Volunteers are expected to maintain and expand their knowledge of all spaces and equipment on the ship.
9. Tour Guide Volunteers shall answer questions with correct information or find out the correct information.
10. Volunteers are expected to follow all safety guidelines, policies and procedures.
11. Smoking or any tobacco use is prohibited on board the USS Turner Joy
12. Deliberate or negligent waste, damage or theft of museum, personnel or guest property is prohibited.
13. Profanity or inappropriate jokes, and harassment is prohibited.
14. Using or possessing alcohol or illegal drugs is prohibited.
15. Volunteers should avoid being alone with a child.
16. Volunteers shall treat all guest, children and adults, with respect and consideration equally regardless of sex, religion or culture.
17. Under no circumstance shall a volunteer release a child to anyone other than an authorized parent or guardian.
18. Volunteers are required to report all violations of the Code Of Conduct to the Volunteer Office or Director.
19. Any violation of this Code Of Conduct may result in disciplinary action including, but not limited to, dismissal.