



**Effective Date:** December 27, 2025

**Last Updated:** December 27, 2025

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## ARTICLE I: PREAMBLE AND PURPOSE

### Section 1.1 - Foundational Principles

This Volunteer Code of Conduct ("Code") establishes the standards of behavior, ethics, and professionalism expected of all volunteers participating in Eyden Studio ("Studio," "We," "Us," "Our") activities, programs, and Projects. The Code is founded upon principles of respect, integrity, responsibility, and commitment to the Studio's mission.

### Section 1.2 - Scope of Application

This Code applies to:

1. All volunteers, regardless of age, role, or duration of service;
2. All volunteer activities, whether in-person, virtual, or hybrid;
3. All Projects operating under the Eyden Studio umbrella;
4. All communications and interactions related to volunteer service;
5. Conduct both during and outside of official volunteer activities that may affect the Studio's reputation or operations.

### Section 1.3 - Binding Nature

By agreeing to volunteer with Eyden Studio, volunteers acknowledge that they have read, understood, and agree to abide by this Code. Violation of this Code may result in disciplinary action, including termination of volunteer service.

## ARTICLE II: DEFINITIONS

For purposes of this Code, the following definitions shall apply:

- "Volunteer" refers to any individual who provides services to the Studio without compensation, whether on an ongoing or project-based basis.
- "Minor Volunteer" refers to any volunteer under the age of eighteen (18).
- "Adult Volunteer" refers to any volunteer aged eighteen (18) or older.
- "Studio Leadership" refers to Eyden Villarreal and any designated coordinators or supervisors.
- "Volunteer Activities" refers to all tasks, projects, events, and services performed in connection with volunteer service.
- "Beneficiaries" refers to individuals, communities, or organizations that benefit from Studio Projects and volunteer efforts.
- "Misconduct" refers to any violation of this Code or behavior inconsistent with the Studio's values and standards.

## ARTICLE III: CORE VALUES AND PRINCIPLES

### **Section 3.1 - Respect and Dignity**

Volunteers shall:

1. Treat all individuals with respect, dignity, and courtesy;
2. Value diversity and demonstrate cultural sensitivity;
3. Refrain from discrimination, harassment, or bullying of any kind;
4. Honor the perspectives, contributions, and backgrounds of others;
5. Communicate respectfully in all interactions.

### **Section 3.2 - Integrity and Honesty**

Volunteers shall:

1. Conduct themselves with honesty and integrity in all matters;
2. Provide accurate and truthful information;
3. Acknowledge mistakes and take responsibility for actions;
4. Avoid conflicts of interest or disclose them when they arise;
5. Uphold ethical standards in all volunteer activities.

### **Section 3.3 - Responsibility and Accountability**

Volunteers shall:

1. Fulfill commitments and honor obligations;
2. Complete assigned tasks to the best of their ability;
3. Communicate proactively about availability and limitations;
4. Accept accountability for their actions and decisions;
5. Seek guidance when uncertain about expectations or responsibilities.

### **Section 3.4 - Professionalism**

Volunteers shall:

1. Maintain professional conduct and demeanor;
2. Represent the Studio positively in all interactions;
3. Adhere to schedules, deadlines, and commitments;
4. Dress appropriately for volunteer activities;
5. Maintain confidentiality when required.

### **Section 3.5 - Collaboration and Teamwork**

Volunteers shall:

1. Work cooperatively with other volunteers and Studio Leadership;
2. Support fellow volunteers and contribute to a positive environment;
3. Share information, resources, and knowledge as appropriate;
4. Resolve conflicts constructively and professionally;
5. Contribute to collective goals and objectives.

## **ARTICLE IV: PROFESSIONAL CONDUCT STANDARDS**

### **Section 4.1 - Communication Standards**

Volunteers shall:

1. **Timeliness:** Respond to communications within a reasonable timeframe (typically within 48 hours for non-urgent matters);
2. **Clarity:** Communicate clearly, concisely, and professionally;
3. **Respectfulness:** Use appropriate language and tone in all communications;
4. **Channels:** Utilize designated communication channels (email, approved platforms);

5. Discretion: Exercise appropriate discretion in sharing information;
6. Updates: Provide regular updates on assigned tasks and projects.

#### **Section 4.2 - Attendance and Punctuality**

Volunteers shall:

1. Arrive on time for scheduled activities, meetings, and events;
2. Notify Studio Leadership in advance of absences or delays;
3. Honor commitments regarding availability and participation;
4. Provide adequate notice when unable to fulfill obligations;
5. Maintain reliable attendance consistent with their volunteer commitment.

#### **Section 4.3 - Quality of Work**

Volunteers shall:

1. Perform assigned tasks with diligence and care;
2. Seek clarification when instructions are unclear;
3. Meet established deadlines and quality standards;
4. Request assistance when needed rather than submitting substandard work;
5. Take pride in contributions and strive for excellence.

#### **Section 4.4 - Technology and Social Media Use**

Volunteers shall:

1. Use technology and online platforms responsibly and appropriately;
2. Protect login credentials and access to Studio systems;
3. Refrain from unauthorized use of Studio social media accounts;
4. Not post confidential or sensitive information publicly;
5. Represent the Studio positively in personal social media when identified as a volunteer;
6. Comply with all applicable technology policies and guidelines.

## **ARTICLE V: PROHIBITED CONDUCT**

#### **Section 5.1 - Discrimination and Harassment**

Volunteers shall not engage in:

1. Discrimination based on race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, disability, marital status, veteran status, or any other protected characteristic;
2. Sexual harassment, including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature;
3. Bullying, intimidation, or threatening behavior;
4. Hostile or offensive comments, jokes, or innuendo;
5. Any form of retaliation against individuals who report concerns or participate in investigations.

#### **Section 5.2 - Substance Abuse**

Volunteers shall not:

1. Report to volunteer activities under the influence of alcohol, illegal drugs, or controlled substances;
2. Consume alcohol or use illegal drugs during volunteer activities;
3. Possess illegal drugs or unauthorized controlled substances during volunteer activities;
4. Engage in substance abuse that impairs their ability to perform volunteer duties safely and effectively.

Exception: Prescribed medications used in accordance with medical direction are permitted.

#### **Section 5.3 - Violence and Threats**

Volunteers shall not:

1. Engage in physical violence or assault;
2. Make threats of violence or harm against any individual;
3. Possess weapons during volunteer activities (unless specifically authorized for legitimate purposes);
4. Engage in aggressive, hostile, or intimidating behavior;
5. Destroy or damage property belonging to the Studio, other volunteers, or third parties.

#### **Section 5.4 - Theft and Fraud**

Volunteers shall not:

1. Steal, embezzle, or misappropriate Studio property, funds, or resources;
2. Engage in fraudulent activities or misrepresentation;
3. Falsify records, documents, or reports;
4. Misuse Studio credit cards, accounts, or financial resources (if access is granted);
5. Accept unauthorized compensation, gifts, or benefits in connection with volunteer service.

#### **Section 5.5 - Conflicts of Interest**

Volunteers shall not:

1. Use their position for personal gain or advantage;
2. Compete with the Studio or undermine its interests;
3. Disclose confidential information for personal benefit;
4. Accept opportunities that properly belong to the Studio;
5. Engage in outside activities that conflict with volunteer responsibilities without disclosure and approval.

#### **Section 5.6 - Misrepresentation**

Volunteers shall not:

1. Misrepresent their authority, role, or relationship with the Studio;
2. Make unauthorized commitments or agreements on behalf of the Studio;
3. Falsely claim qualifications, credentials, or experience;
4. Provide false or misleading information to Studio Leadership, other volunteers, or third parties;
5. Impersonate Studio Leadership or other volunteers.

## **ARTICLE VI: CONFIDENTIALITY AND PRIVACY**

#### **Section 6.1 - Confidential Information**

Volunteers shall:

1. Maintain confidentiality of all non-public information learned during volunteer service;
2. Not disclose confidential information to unauthorized individuals;
3. Use confidential information only for authorized Studio purposes;
4. Return or destroy confidential materials upon cessation of volunteer service;
5. Report suspected breaches of confidentiality.

#### **Section 6.2 - Types of Confidential Information**

Confidential information includes but is not limited to:

1. Personal information of volunteers, donors, beneficiaries, or stakeholders;
2. Financial information and records;
3. Strategic plans, goals, and internal deliberations;
4. Unpublished creative works and content;
5. Proprietary methods, processes, and systems;
6. Information designated as confidential by Studio Leadership.

### **Section 6.3 - Privacy Protections**

Volunteers shall:

1. Respect the privacy of other volunteers and beneficiaries;
2. Not photograph, record, or film individuals without consent;
3. Comply with all applicable privacy laws and regulations;
4. Not share private information without authorization;
5. Protect personal data in accordance with the Studio's Privacy Policy.

### **Section 6.4 - Exceptions to Confidentiality**

Confidentiality obligations do not apply to:

1. Information that is publicly available;
2. Disclosures required by law or legal process;
3. Reports of illegal activity, safety concerns, or misconduct to appropriate authorities;
4. Information disclosed with express written authorization from Studio Leadership.

## **ARTICLE VII: INTELLECTUAL PROPERTY**

### **Section 7.1 - Studio Intellectual Property**

Volunteers shall:

1. Respect and protect the Studio's intellectual property rights;
2. Not use Studio trademarks, logos, or branding without authorization;
3. Not reproduce, distribute, or modify Studio content without permission;
4. Comply with the Studio's Copyright & Intellectual Property Policy.

### **Section 7.2 - Volunteer Contributions**

Creative works, content, and materials produced by volunteers during volunteer service are subject to the Studio's Content Submission Policy. Volunteers should:

1. Review and understand applicable intellectual property terms;
2. Clarify ownership and usage rights before creating content;
3. Ensure all contributed materials respect third-party rights;
4. Obtain necessary permissions for use of third-party materials.

### **Section 7.3 - Third-Party Rights**

Volunteers shall:

1. Respect intellectual property rights of third parties;
2. Not use copyrighted, trademarked, or proprietary materials without authorization;
3. Properly attribute sources and credit creators;
4. Report suspected infringement to Studio Leadership.

## **ARTICLE VIII: SAFETY AND WELL-BEING**

### **Section 8.1 - Personal Safety**

Volunteers shall:

1. Prioritize their own safety and well-being;
2. Report unsafe conditions or activities to Studio Leadership;
3. Follow all safety protocols and guidelines;
4. Use appropriate safety equipment when required;
5. Seek medical attention when necessary and report injuries promptly.

## **Section 8.2 - Safety of Others**

Volunteers shall:

1. Not endanger the safety or well-being of others;
2. Report concerns about the safety of other volunteers or beneficiaries;
3. Intervene appropriately when safe to do so in emergency situations;
4. Comply with all applicable health and safety regulations;
5. Create a safe and supportive environment for all participants.

## **Section 8.3 - Child Safety (for activities involving minors)**

Volunteers working with minor beneficiaries shall:

1. Never be alone with a minor in an isolated or private setting;
2. Maintain appropriate physical and emotional boundaries;
3. Report any suspected abuse, neglect, or endangerment immediately;
4. Comply with all child protection policies and procedures;
5. Undergo background checks if required for the specific volunteer role.

## **Section 8.4 - Mental Health and Well-Being**

Volunteers are encouraged to:

1. Communicate openly about workload and stress levels;
2. Set appropriate boundaries regarding time and commitment;
3. Seek support when experiencing burnout or overwhelm;
4. Prioritize self-care and personal well-being;
5. Recognize that volunteer service should be sustainable and fulfilling.

# **ARTICLE IX: SPECIAL PROVISIONS FOR MINOR VOLUNTEERS**

## **Section 9.1 - Parental Involvement**

Minor volunteers (under 18):

1. Must have parental or legal guardian consent to volunteer;
2. May have their activities and communications reviewed by parents/guardians;
3. Should inform parents/guardians of volunteer commitments and activities;
4. Must comply with parental limitations on volunteer service.

## **Section 9.2 - Supervision and Monitoring**

Minor volunteers:

1. Will have all communications monitored for safety purposes;
2. May be subject to additional oversight and supervision;
3. Should report concerns to parents/guardians and Studio Leadership;
4. Are encouraged to involve parents/guardians in volunteer activities when appropriate.

## **Section 9.3 - Age-Appropriate Activities**

Minor volunteers:

1. Will be assigned age-appropriate tasks and responsibilities;
2. Will not be assigned activities that pose safety risks inappropriate for their age;
3. Should decline assignments that feel uncomfortable or beyond their capabilities;
4. Are encouraged to seek guidance from Studio Leadership and parents/guardians.

## **Section 9.4 - Interactions with Adults**

Minor volunteers:

1. Should maintain professional boundaries with adult volunteers;
2. Should not engage in one-on-one meetings with adult volunteers without parental knowledge;
3. Should report any inappropriate conduct by adults immediately;
4. Are protected by all safety and child protection policies.

## **ARTICLE X: REPORTING OBLIGATIONS**

### **Section 10.1 - Duty to Report**

Volunteers have a duty to report:

1. Violations of this Code;
2. Illegal activity or suspected criminal conduct;
3. Safety hazards or dangerous conditions;
4. Harassment, discrimination, or hostile behavior;
5. Suspected child abuse or endangerment;
6. Conflicts of interest;
7. Misuse of Studio resources or property.

### **Section 10.2 - Reporting Channels**

Reports should be made to:

1. Studio Leadership: admin@eyden.org or +1 (346) 613-0833
2. For minor volunteers: Parents/legal guardians
3. For emergencies: Appropriate emergency services (911)
4. For suspected child abuse: Local child protective services and law enforcement

### **Section 10.3 - Good Faith Reporting**

Volunteers who report concerns in good faith will not face retaliation, even if the report is ultimately unsubstantiated. However, knowingly false or malicious reports may result in disciplinary action.

### **Section 10.4 - Confidentiality of Reports**

The Studio will maintain confidentiality of reports to the extent possible while conducting necessary investigations. However, complete confidentiality cannot be guaranteed in all circumstances, particularly where legal obligations require disclosure.

## **ARTICLE XI: INVESTIGATIONS AND DISCIPLINARY ACTIONS**

### **Section 11.1 - Investigation Process**

When misconduct is reported or suspected, the Studio will:

1. Conduct a prompt, fair, and thorough investigation;
2. Gather relevant information and interview involved parties;
3. Maintain confidentiality to the extent possible;
4. Document findings and conclusions;
5. Take appropriate action based on investigation results.

### **Section 11.2 - Interim Measures**

During investigations, the Studio may:

1. Temporarily suspend volunteer privileges or assignments;
2. Restrict access to certain activities or information;
3. Implement protective measures for affected parties;
4. Modify volunteer responsibilities or schedules.

### **Section 11.3 - Disciplinary Actions**

Depending on the severity and circumstances of violations, disciplinary actions may include:

1. Verbal Warning: Informal counseling and guidance;
2. Written Warning: Formal documentation of violation and expectations;
3. Probation: Continued service under enhanced supervision with specific conditions;
4. Suspension: Temporary removal from volunteer service;
5. Termination: Permanent removal from volunteer service and prohibition from future involvement;
6. Legal Action: Referral to law enforcement or pursuit of civil remedies for serious violations.

#### **Section 11.4 - Factors Considered**

In determining appropriate disciplinary action, the Studio will consider:

1. Nature and severity of the violation;
2. Frequency and pattern of misconduct;
3. Impact on the Studio, other volunteers, and beneficiaries;
4. Volunteer's history and prior conduct;
5. Mitigating or aggravating circumstances;
6. Legal and safety considerations.

#### **Section 11.5 - Appeals**

Volunteers who disagree with disciplinary decisions may:

1. Submit a written appeal within fourteen (14) days;
2. Provide additional information or context;
3. Request reconsideration of the decision.

Studio Leadership will review appeals and issue final decisions. Appeal decisions are final and not subject to further review.

## **ARTICLE XII: CONFLICTS AND GRIEVANCES**

#### **Section 12.1 - Conflict Resolution**

Volunteers experiencing conflicts with other volunteers should:

1. Attempt direct, respectful communication to resolve the issue;
2. Seek mediation or assistance from Studio Leadership if direct resolution fails;
3. Document concerns and attempts at resolution;
4. Maintain professionalism throughout the process.

#### **Section 12.2 - Grievance Procedure**

Volunteers with grievances or concerns may:

1. Submit a written description of the concern to [admin@eyden.org](mailto:admin@eyden.org);
2. Include relevant dates, individuals involved, and supporting information;
3. Specify the desired resolution or outcome;
4. Expect a response within a reasonable timeframe (typically 14 business days).

#### **Section 12.3 - Good Faith Participation**

Volunteers are expected to:

1. Participate in conflict resolution and grievance processes in good faith;
2. Provide honest and complete information;
3. Respect the confidentiality of the process;
4. Accept final decisions even when disappointed with the outcome.

## **ARTICLE XIII: MODIFICATIONS TO THIS CODE**

### **Section 13.1 - Right to Modify**

The Studio reserves the right to modify, amend, or update this Code at any time. Modifications become effective immediately upon posting to the Site or notification to volunteers.

### **Section 13.2 - Notice of Changes**

Volunteers will be notified of material changes through:

1. Email notification;
2. Posting on the Studio website;
3. Direct communication from Studio Leadership.

### **Section 13.3 - Continued Service**

Continued volunteer service following modification of this Code constitutes acceptance of the modified terms.

## **ARTICLE XIV: GENERAL PROVISIONS**

### **Section 14.1 - Entire Code**

This Code, together with the Volunteer Terms & Conditions, Minor Volunteer Policy, and other applicable policies, constitutes the complete understanding regarding volunteer conduct expectations.

### **Section 14.2 - Severability**

If any provision of this Code is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

### **Section 14.3 - Interpretation**

Studio Leadership has final authority to interpret and apply this Code. Interpretations will be made in good faith and consistent with the Studio's values and mission.

### **Section 14.4 - Waiver**

Failure to enforce any provision of this Code does not constitute a waiver of that provision or the Studio's right to enforce it in the future.

## **ARTICLE XV: ACKNOWLEDGMENT AND COMMITMENT**

### **Section 15.1 - Volunteer Commitment**

By agreeing to volunteer with Eyden Studio, volunteers commit to:

1. Reading, understanding, and complying with this Code;
2. Upholding the Studio's values and mission;
3. Contributing positively to the volunteer community;
4. Serving with integrity, respect, and professionalism;
5. Accepting accountability for their conduct and actions.

### **Section 15.2 - Signature Requirement**

Volunteers must acknowledge their agreement to this Code by:

1. Signing the Volunteer Agreement;
2. Completing required orientation and training;
3. Confirming understanding of conduct expectations.

## **ARTICLE XVI: CONTACT INFORMATION**

For questions regarding this Code or to report concerns, please contact:

Eyden Studio™  
Volunteer Relations Department (VRD)  
5715 Houston Rd  
Brownsville, Texas 78521  
United States of America

Email: [vrden@eyden.org](mailto:vrden@eyden.org)  
Telephone: +1 (346) 613-0833

**Notice:** *The above address is a residential address provided solely for legal compliance and official correspondence. In-person visits are not permitted. Unauthorized visits or trespassing will be reported to law enforcement.*

For Emergencies: Call 911 or appropriate emergency services.

**Entity Disclaimer:**

*Eyden Studio is not a formal organization, business, or registered entity. It represents the personal creative portfolio of Eyden Villarreal, a student, and serves as the credit name for independent projects, writings, designs, and other creative works. References to "we," "our," or "the studio" are for branding purposes only and do not indicate a legal entity. All rights reserved.*

Document Reference: EYDEN-VOL-CONDUCT-2025  
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