

## Code of Conduct for Volunteers

Here are some guidelines that will help you make the most of your time as a volunteer. May you find joy in volunteering, and may you share your happiness with the public, your fellow volunteers and your family.

### **Appropriate Conduct**

#### **Speech and Action**

- Smile and be polite towards everyone
- Greet all monks and nuns by putting your palms together and bowing
- Discuss issues privately, not in the presence of the public
- Take criticisms or comments positively
- Be supportive and ready to help when there is request for assistance

*The modern utilitarian ideal slants towards the growth of wrong 'wisdom', neglecting spiritual and civilised ethics. To curb the growth of wrong 'wisdom', we need to promote pure spirituality and perfect wisdom. We need to understand the Buddha's teachings and practise them, so as to renounce evil to return to goodness, and to transform misfortune to blessings. — Venerable Hong Choon*

## **Roles**

- Be compassionate and helpful to all
- Be supportive and ready to help when there is request for assistance
- Be punctual at all times
- Notify your team leader if you need to be excused
- Be contactable
- If there are queries you cannot handle, check with your team leader and follow up accordingly

## **Attire**

- Wear proper attire (volunteer T-shirt, long pants/jeans and covered shoes)

## **Personal well-being**

- Take care of your belongings
- Look after your health and inform the staff if you are not feeling well

*The Buddhas and all beings are not different. Entangled, we are ordinary; disentangled, we are Buddhas. Everyone can transcend from the ordinary to the sacred, and attain Buddhahood. — Venerable Hong Choon*

## **Inappropriate Conduct**

### **Unwholesome Speech and Action**

- Killing
- Stealing
- Sexual misconduct
- Shouting, quarrelling and using profanities
- Smoking, and consuming meat and alcohol within the monastery.
- Wasting food or drinks
- Illegal parking of vehicles
- Pestering the public for any form of donations or sales promotion
- Leaving your gatepost while on duty to participate in group cultivation sessions.
- Accepting any form of donations from the public on behalf of KMSPKS monastery.

**Recommendation:** Direct the person to our Staff or the Donation Boxes instead.

### **Personal Well-being**

- Bringing too much cash, jewellery and other valuables

*The Buddha's noble aspiration to liberate all beings does not differentiate anyone, and sees all as equal. Our differences are due to different spiritual capacities and karma, not because the Buddha's teachings favour or disfavour any. The Buddha's teachings are thus absolutely equanimous for all.*

— Venerable Hong Choon

# 护法人员行为准则

## 适当的行为

### 言语

- 脸上常挂着笑容，待人亲切有礼。
- 向法师合掌，问讯。

### 任务

- 慈悲待人，乐于助人。
- 了解自己的工作范围与四周的安全措施。
- 有信心，责任感和正直的品德。
- 树立好榜样，当一位模范护法人员。

### 衣着

- 衣着端庄整齐—护法T恤，长裤/牛仔裤和鞋子。

## 个人

- 请看管个人随身物件。
- 请注意个人健康。若感觉身体不适，请马上通知在场的组长。
  
- \* 请提早于值勤前 15 分钟报到。
- \* 请注意您的言行，它将会影响佛教及光明山普觉禅寺的形象，所以作为护法工作人员须谨慎言行。

佛陀度一切众生同登觉岸的宏愿，是不分我、人、众生、寿者等相，是极其平等的。我们生什么差别，是众生本身的根器不同，程度不同，各人的福德因缘的根基不同，并不是佛法有什么厚此薄彼的，佛法是绝对平等的。——宏船长老

## 不适当的行为

### 言语

- 大声喊叫、争吵或说粗话。
- 向公众人士募捐或销售任何物品。
- 在不知道实况下回答问题。

**适当的处理方式：**向在场的职员查询。

### 行为

- 杀生
- 偷窃
- 吸烟
- 非法停车。
- 值勤时离开岗位，去参加共修行列。
- 代光明山普觉禅寺接受公众人士的捐款。

**适当的处理方式：**若有公众人士要捐款给本寺，请通知在场的职员或指示公众人士把款项投入福田箱内。

## 食物

- 浪费食水。
- 在寺院内吃荤食或饮酒。

## 个人

- 携带太多现款、首饰或其他贵重物品。

用无我的精神，来修身治世，必易进德昌明，用无我的精神，来做一切事业，便会不求善而善自至，不去恶而恶自断。

—宏船长老