

Volunteer Code of Conduct

As a volunteer for the _____ Neighbors Care Program,
I agree to the following guidelines for my interactions with recipients and volunteers.

- Respect** – to treat others with respect, dignity, fairness, courtesy; to encourage honest, constructive, professional communication; and to be forthcoming with concerns or questions.
- Skill development** – to continually explore ways to improve my skills and abilities.
- Non-discrimination** – to maintain an environment that is free from discrimination or harassment, and to appreciate and embrace the diversity in our group, respecting differences in race, color religion, gender expression, age, culture, disability, marital status, sexual orientation and military status.
- Confidentiality** – to maintain and respect protected health and personal information given to us by our recipients and others with whom we do business. I will contact the Program Coordinator if I have any questions or concerns about confidential information about a recipient or volunteer.
- Conflict of interest** – to disclose potential personal conflicts of interest, and refrain from accepting or soliciting, directly or indirectly for personal use, anything of economic value such as gifts, gratuities, favors, entertainment, loans or bequest.
- Compliance** – to comply with applicable statutes, and organizational policies and procedures.
- Professionalism** – to refrain from discussing my own personal problems or political or religious beliefs, and from giving personal advice to the recipient.
 - I will not use the recipient’s phone for personal calls;
 - I will not bring personal friends or relatives to the recipient’s home;
 - I will not consume alcohol or smoke while volunteering;
 - I will not use the recipient’s car.

Volunteer Signature _____ Date _____