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VOLUNTEER POLICY

GENERAL INFORMATION

Definitions: As used in this document, the following definitions shall apply.

- A. **Volunteer:** any person who provided goods or services to the facility with no monetary or material gain. The term volunteer includes regular, occasional and stipend to volunteers, and interns, material donors and advisory council. Volunteers supplement, but never supplant, activities and functions of employees of the facility.
- B. **Regular Volunteer:** any person who has completed the requirements pursuant to becoming a selected volunteer and is engaged in specified voluntary service activities on an ongoing, continuous, regularly scheduled basis.
- C. **Occasional Volunteer:** any person who provides a one-time, on-call, or single task service.

VOLUNTEER CODE OF ETHICS

- A. Keeps confidential matters confidential.
- B. Interprets "volunteer" to mean that he/she has agreed to work without compensation in money, works according to the same ethics as permanent employees.
- C. Maintains an attitude of open-mindedness; is willing to be trained for the job.
- D. Complements to the work of MCFS staff and assists in developing good teamwork.
- E. Maintains professional attitude toward volunteer work; accepts obligation to the work, to those who direct it, to colleagues, to those for whom it is done, and to the public.

- F. Accepts differences in people in terms of cultural or economic background, race, religion and values.

TRAINING OF VOLUNTEERS

- A. All volunteers will be required to attend orientation.
B. Other training may be required at the discretion of the Program Director or Chief Executive Officer.

TERMINATION OF VOLUNTEERS

Volunteer may be asked to leave the volunteer Program for any of the following reasons:

1. Breach of confidentiality.
2. Unlawful conduct or breach of Facility Rules and Regulations.
3. Inability to cooperate with staff, clients, customers, or other volunteers.
4. Any other activity which threatens the order or security of the facility or the safety of the volunteer.
5. Erratic, unreliable attendance.

I have read and understand the above policy.

Volunteer Signature

Date

Witness / Mid-Coast Family Services

Date