



## VOLUNTEER STANDARDS OF CONDUCT and AGREEMENT

South Oakland Shelter (SOS) works to provide a safe and healthy environment for all shelter volunteers, employees, clients and affiliates. Thus, we ask that all volunteers commit to behave in a manner that aligns with such efforts.

- I. **Involvement with Shelter Guests:** For personal safety, volunteers must agree to limit their interaction with shelter guests to activities related to SOS programming. **Volunteers agree not to provide shelter guests with their home address, place of employment, phone numbers or any other personal identifying information. Volunteers agree not give shelter guests cash or other gifts.** Further, volunteers cannot accept gifts, favors, loans, or other services from shelter guests.
- II. **Confidentiality:** Volunteers may come into possession of certain proprietary information, personal, health care, and/or business confidential documents as well as private client information. Volunteer agree to maintain and preserve the integrity and confidentiality of all such information and property of SOS. Volunteers shall abide by all rules, regulations, and laws respecting the use and disclosure of confidential information regarding SOS clients.
- III. **Driver Responsibilities:** All volunteer drivers must have a valid current driver's license and updated insurance.
- IV. **Alcohol and Drug Usage:** Possession or use of alcohol or other controlled substances during hose site hours is prohibited. It is the policy of the agency to strictly forbid the possession, unauthorized distribution, sale, transfer, manufacture or use of alcohol, controlled substances or illegal drugs in the workplace.
- V. **Violence and Weapons:** Volunteers must refrain from actual or attempted violence towards anyone affiliated with SOS. Carrying weapons, or being in possession of weapons or other hazardous items, while on duty as a shelter volunteer is prohibited.
- VI. **Volunteer Confidentiality:** Any personal information that is shared on this document will not be given to any outside organizations. South Oakland Shelter keeps of it volunteer information confidential with privacy being a major priority.

I agree to comply with the above-mentioned Standards of Conduct for South Oakland Shelter volunteers. Furthermore, I understand that South Oakland Shelter and its partnering hos/sites will not be held liable for any consequences arising out of any failure to conduct myself in accordance with these standards. Please fill in your information not solely the congregations.

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*Full Name*

*Signature*

*Date*

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*Home Address*

*E-mail or Phone*

*Host Site*