



The Community Outreach Mentor/Volunteer Policies

Age Requirements

All Genesis volunteers must be at least 18 years of age or older. For projects where youth volunteers are appropriate, youth must obtain the signature of a parent or guardian before volunteering.

Training

Every volunteer must attend a training and orientation session.

Drug and Alcohol Use

No volunteer may be under the influence of any illegal drug or alcohol while in the work place or on duty with The Community Outreach. The unlawful manufacture, possession, distribution, transfer, sale, purchase, use, of alcoholic beverages or illegal drugs shall be grounds for termination or exclusion from the volunteer program.

Change in Volunteer Information

Change of address, telephone number, etc. should be brought to the attention of The Community Outreach as soon as possible.

Confidentiality

Volunteers shall exercise discretion and tact. Confidential information about The Community Outreach, its employees, its clients, volunteers or donors, prospective or actual, shall not be communicated to any person or organization. Any information obtained shall not be used for personal advantage.

Equipment and Supplies

Volunteers are provided with the equipment and supplies needed to perform assigned duties. Cooperation is needed in caring for and returning the equipment. Safe handling practices are required. Any equipment or supplies obtained shall not be used for personal advantage.

Work Performance and Disciplinary Process

The Community Outreach expects its volunteers to maintain high standards regarding job performance and conduct. The lack of material compensation for effort extended on behalf of The Community Outreach in no way frees the volunteer from adherence to the standards that apply to paid staff. If inappropriate actions or behaviors are observed, disciplinary action may range from a formal discussion with the volunteer about the matter to dismissal. Confidentiality is maintained in all matters of disciplinary action.

Offensive Behavior

Harassment in any form is specifically prohibited. Types of conduct prohibited by the policy include, but are not limited to: actions where an individual directly or indirectly makes or threatens unwelcome physical contact toward another

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employee, volunteer, or client; actions that threaten or adversely affects an employee's, volunteer's or client's safety; verbal abuse (such as offensive racial, ethnic, or sexual "jokes"); requests to engage in illegal, immoral or unethical conduct.

Client Transportation

Volunteers of The Community Outreach are not expected required to provide transportation to clients. The agency does not provide liability, comprehensive coverage, or any other benefits for volunteers or passengers. Nor will it be held responsible if volunteers choose to provide transportation. Any transportation is on a volunteer's own accord and must be done in a legalized vehicle with proper and current registration and tags and a valid driver's license. Volunteers may never transport minor children without a parent or legal guardian also in the vehicle.

Financial Assistance to Clients

While working with clients of The Community Outreach you may not engage in any financial agreements with them. We do not ask or expect our volunteers to provide direct financial assistance to clients. Should a volunteer elect to provide financial assistance, we request that you accomplish this through the ministry so that our staff can participate in this decision and its implementation.

Personal Contact with Clients

The Community Outreach urges you to use discretion when planning and implementing personal contact with clients. We strongly suggest that personal meetings take place in a public place or at the client's home. You may not have any contact with minors of clients without a parent or legal guardian present. Nor shall a volunteer meet solely with a client of the opposite sex without the presence of a same sex volunteer or the client's spouse.

Media Release

I grant, without compensation, permission to the agency to use my name, photograph(s), video and audio tapes, art work, creative writing and/or information for the purpose of illustrating agency programs and services in agency and capital campaign material including print, television, radio, video and internet/web.

Signature

I hereby certify as a volunteer for The Community Outreach to adhere to the above stated Volunteer Policies.

Signature: _____ Date: _____

Witness: _____ Date: _____