

Ways to Family Self-Sufficiency, Inc

CONDUCT AND CONFIDENTIALITY AGREEMENT (For Volunteers and Interns)

STANDARDS OF CONDUCT:

All volunteers and interns are expected to conduct themselves in a way that is professional, legal, and ethical at all times. This same standard is expected of employees. The following list of specific items is merely illustrative and not meant to be all-inclusive.

I, _____ understand that I must: Abide by all local, state, and federal laws. Remain in a drug-free, alcohol-free state during working hours. Contribute to a violence-free work environment. Avoid carrying firearms or any other dangerous weapons on agency premises at all times. Behave ethically, morally, and legally in an exemplary manner. Treat all individuals—co-workers and clients—in a non-prejudicial manner regarding age, gender, ethnic origin, handicap, religion, or sexual orientation. Be honest in all matters. Maintain an appearance that is professional and appropriate to the situation/position/location. Be punctual and dependable, keeping all established commitments to the agency. Work to the best of his/her ability in all performance areas. Seek supervision and feedback as necessary to accurately complete tasks. Avoid situations of conflict of interest. Keep relationships with clients strictly professional and confidential in nature. Employ mutual respect with all co-workers and clients. Use the agency grievance process when a serious issue arises.

STANDARDS OF CONFIDENTIALITY:

All employees/volunteers/interns at Ways to Family Self-Sufficiency, Inc., may have access to confidential client and/or employee/volunteer/intern information. Any breach of confidentiality is a betrayal of the trust placed in a volunteer/intern and could result in disciplinary action, re-assignment, termination, and/or legal action.

I, _____, agree to: Follow laws relating to confidentiality of client information and privacy of employee/volunteer/intern information. Not reveal or divulge any confidential information unless withholding the information could pose a threat to the health or safety of others. Guard against “chatting” with co-workers concerning client matters. Respect and maintain confidentiality of all clients at all times, with these exceptions:

- The client provides written authorization to release information.
- The situation requires mandatory reporting (child/elder abuse, danger to self or others).

- A direct court order issued by a judge requests release of information.
- Contract compliance requires specific information (for example, monitoring and audits). Release the least amount of information possible when the situation dictates an exception.

I, _____, have read and understand the previously outlined standards of conduct and confidentiality. I understand that failure to follow them at any time during my association with Ways to Family Self-Sufficiency, Inc. could result in disciplinary action, re-assignment, termination, and/or legal action.

Volunteer/ Intern Printed Name _____

Volunteer/Intern Signature _____

Date _____

WTFSS Printed Name _____

WTFSS Signature _____

Date _____