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Volunteer Code of Conduct

Professional Conduct and Personal Behavior

1) I am committed to providing service through the One-2-One program that meets the standards set forth by program policies including courtesy, reliability and commitment to the clients served by One-2-One who seek the assistance of the program.

2) I will respect the rights and views of the clients and others who I am in contact with while volunteering, treating them with fairness, courtesy and respect.

3) I will not exploit or take advantage of the trust of the clients or others who I am in contact with while volunteering.

4) I will accurately represent myself (a One-2-One Volunteer Driver) and the services that I provide at all times.

5) I will not engage or condone any form of harassment.

6) I will not use my professional relationship with a client to espouse/advance any moral, religious or political beliefs.

7) I will not use my relationship with One-2-One clients for any personal gain or purpose. The relationship with the client is strictly as a service provider to them.

8) I will not use, possess, or be under the influence of alcohol or illegal drugs at any time while serving as a One-2-One Volunteer Driver.

Privacy and Confidentiality

1) I will respect the privacy of any person(s) served through my service as a One-2-One Volunteer Driver.

2) I will hold in confidence all information shared in the course of the service except as agreed to by the client or their legal caregiver or guardian.

Reporting/Business Practices

1) I will submit accurate and truthful claims/reports for service provided i.e., hours served, miles traveled, etc.

2) I understand that if I knowingly submit a false or fraudulent report/claim that my service with One-2-One may be terminated immediately.

● **I understand that failure to comply with the above policies will result in corrective action up to and including termination.**

_____
Volunteer Name (PLEASE PRINT)

_____   _____
Volunteer Signature   Date