



## *A VOLUNTEER CODE OF ETHICS*

Department of Health volunteers are subject to a code of ethics similar to that of the Department of Health paid personnel. Volunteers are expected to do their assigned tasks and to be accountable for the quantity and quality of their work.

Volunteers make a firm commitment of their time, talents and skills for a definite period of time. They are expected to be faithful to the commitment. If you can not report for work, you are expected to notify your supervisor/or client.

Volunteers are expected to conduct themselves in a professional manner with dignity and courtesy at all times.

Volunteers are expected to keep strictly confidential all information they may learn directly or indirectly about clients or fellow workers. Only information on a client that is important to the performance of an assigned task should ever be sought out.

Volunteers are expected to take any problems, criticisms or suggestions they may have directly to their supervisor or to the Volunteer Coordinator.

Volunteers are expected to bring to their work an attitude of open-mindedness and a willingness to be trained and supervised. You are expected to follow Department policies and procedures.

Each person, whether paid or unpaid, brings their own unique gifts to the department. As a whole, they enrich the department and the lives of the Department of Health clients. Cooperation is expected of each person as we work together.

Volunteers are expected to attend conferences and meetings as directed by their supervisor. You are also expected to keep simple records, such as time sheets that need to be turned in at the end of each event or meeting.

I have read this Code of Ethics and agree to abide by it.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Coordinator Signature

\_\_\_\_\_  
( If Minor) Parent Signature

\_\_\_\_\_  
Date