

## VOLUNTEER CODE OF CONDUCT

1. Sign in and out on the volunteer log each time you volunteer
2. If you are issued a volunteer badge, you must wear it while volunteering.
3. Be punctual. Notify the volunteer coordinator and the staff member to whom you are assigned if you will be late or cannot fulfill a volunteer commitment.
4. Do not bring children or visitors with you to your volunteer assignment, unless you have received permission in advance from the volunteer coordinator.
5. Wear appropriate clothing. Shoes with backs or heel straps are required. Short-shorts, tank tops, bare mid-drifts and clothing printed with potentially offensive messages are prohibited. Additional clothing requirements apply for kitchen volunteers.
6. Communicate courteously with all staff members, persons receiving services through our programs (clients) and other volunteers. Discrimination in any form will not be tolerated.
7. Maintain confidentiality and abide by HIPPA regulations. Do not share information with anyone about clients without their express written consent, and then, only as required to provide services.
8. Do not disclose personal information about yourself to clients.
9. Do not transport, give money to or purchase items for clients. If you become aware of a need, refer the client to a staff member.
10. Volunteers and their associates are prohibited from employing or arranging employment for clients and former clients.
11. Illegal drugs and alcohol are prohibited within our facilities or on our grounds. Smoke in designated areas only.

**I have read this Code of Conduct, fully understand its contents and agree to it of my own free will, as indicated by my initials and signature.**

\_\_\_\_\_  
Signature of Minor Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Minor Volunteer

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

\_\_\_\_\_  
Phone Number(s) for Emergencies

\_\_\_\_\_  
Signature of Volunteer Coordinator or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Volunteer Coordinator or Designee

Please return by email ([info@casaelbuen.org](mailto:info@casaelbuen.org)), fax (713.721.0104),  
or mail (P.O. Box 20487, Houston, TX 77225).