

VOLUNTEER CODE OF CONDUCT

AS A VOLUNTEER I AGREE TO:

- Treat clients, staff and other volunteers with dignity and respect.
- Represent ECHO Neighbourhood Centre in a positive way at all times, even when my volunteering duties have ceased.
- To meet time commitments or to provide notice so alternative arrangement can be done.
- Perform my duties in a safe and responsible manner and in accordance with my job description.
- Provide input on ways my tasks might be better performed.
- Uphold the policies and procedures of ECHO Neighbourhood Centre to the best of my ability.
- Uphold ECHO's Confidentiality Agreement and Duty of Care.
- Abstain from the use of alcohol and/or non-prescribed drugs while performing volunteer duties.
- Not accept gifts from clients or service users.
- Promptly return any money collected from clients as a donation for services so it can be receipted and accounted for by ECHO staff.
- Refrain from forming personal relationships with service users or alienating them from their family and friends.
- Refrain from supporting clients privately, including the exchange of phone numbers.
- Keep ECHO Neighbourhood Centre staff informed of my correct contact details.

Name: _____

Signature: _____

Date: _____

BREACH OF THE VOLUNTEER CODE OF CONDUCT

It is possible that a breach of the Code of Conduct could result in damage or injury to an individual or the organisation.

A serious Breach of the Code of Conduct could lead to civil or criminal action and/or the termination of the Volunteer Agreement and your dismissal from your volunteer position