**Volunteer Guidelines**

Empowered To Change International, Inc. herein referred to as (ETC) outlines below the following guidelines for all volunteers on an organizational level. These guidelines are established to ensure the protection of the organization, the volunteers, and the program participants. The guidelines are not exhaustive and ethical awareness with boundaries should always be a volunteers guide to interacting with program participants. The guidelines must be adhere to at all times!

These responsibilities and expectations must be upheld while serving in a volunteer status and interacting with ETC program participants. These guidelines are essential to your success as a Volunteer and the success of ETC’s program participants.

1. Should you feel at any time that there should be an exemption to a rule based on a situation then you must escalate up the situation to a member of the Executive Team before acting on any exemption idea. Please do not engage in conversation with the program participants about what you would like to do, this prevents disappointment and establishing bonds that could be unhealthy with the program participant.
2. All information is protected and considered confidential. This pertains to intellectual property and program participant information which is protected by HIPPA. No information specifically identified to an ETC program participant may be discussed with people outside of the organization or other participants. All information is privileged and not for release or transfer to any person or organization without first receiving approval from an Executive Staff member in writing.
3. Volunteers shall not copy, remove, alter, or electronically transfer organizational information which includes program participant information as well as organizational documents without approval from an Executive Staff member in writing.
4. Volunteers shall not engage in any social media connection with program participants. Do not tag, identify, showcase pictures, and/or release any program participant name.
5. Casual/ professional dress must be worn. No short shorts or midriff (chest or stomach) baring shirts to include spaghetti strap tanks or tight restrictive clothing. Leggings and jeans with holes in them are not permitted if volunteering in the office to help out with administrative work. No clevage is to be shown in women.
6. No profanity, crude, sarcastic, or vulgar language and/or jokes.
7. No weapons are allowed on the property, during outreach, or at any organizational home.
8. Do not show up intoxicated or under the influence. We are a drug-free workplace and that includes our volunteer staff. If a volunteer has a prescription medication that alters and or impaired function and clarity the volunteer should not be at the office or around program participants while taking the medication.
9. Be punctual, reliable, and accountable. Provide notice if your availability changes, remember we are counting on you and so are the program participants.
10. Report any injuries or hazards you notice in the workplace. If an injury occurs an incident report must be filled out and given to the supervisor on duty.
11. ETC is a Human Services organization. Before speaking about Faith to a program participant, please verify if they are a Faith-Based or Non-Faith Based program participant. We respect everyone’s right to choose, we never want a program participant or volunteer to think that we are poaching someone.
12. Volunteers shall not receive, seek, solicit, or share in any fee, reward, or other reimbursements for the performance of their duties or for failure to perform duties. Volunteers shall immediately report any offer of money, gift, or other gratuities, made to influence their conduct or offered in gratitude.
13. Volunteers shall not give or exchange personal information at an in-home address with a program participant. They also are not permitted to come to your home, there should never be an exchange of money. If the participant needs something direct them back to the office to speak to a staff member. The volunteer must report the request to their supervisor.
14. Volunteers should never be alone with a member of the opposite sex. They are also not permitted to mentor a member of the opposite sex.
15. Volunteers are not permitted to enter into any romantic relationships with program participants at any time. The relationship between the volunteer and program participant must remain professional and established mentorship.
16. Volunteers should never move a program participant into their home upon graduation from their program.
17. Volunteers must complete a Volunteer Application and receive approval before the first day of volunteering including submission of a photo ID. Volunteers must have signed Liability Waiver on file as well as have undergone a background check.
18. Interaction with program participants outside of ETC is prohibited, unless a request was submitted in writing and approval was granted by an Executive Staff member.

It is your responsibility to understand the roles you will be performing as a volunteer. If you have any questions regarding your role, please do not hesitate to ask an Executive Staff Member.

Name of Volunteer (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_