

# WATERFRONT MISSION

## Disaster Relief Volunteer Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Gender: \_\_\_\_\_

Special Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever volunteered with us before? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you a Christian? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Church Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Position you're applying for: \_\_\_\_\_

May we call you when needed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What times are you available to call? \_\_\_\_\_

# WATERFRONT MISSION

## CONFIDENTIALITY AGREEMENT

### General Confidentiality Agreement

I, the undersigned, have reviewed and understand the following statements:

- All client, employee, and proprietary information are considered confidential and should not be used for purposes other than its intended business-related purpose.
- I have an ethical and legal obligation to protect confidential information which is used or obtained in the course of delivering services or performing other duties and understand that all policies on confidentiality apply equally to data stored both in the computer systems and on paper records.
- Authorization to disclose information is made only in writing by the individual legally authorized to do so.
- Media contacts concerning any client, employee, or business matters must be referred to the President or Director of Development.
- Unauthorized use of, or access to, confidential information may result in discipline up to and including termination of employment or volunteer status. Violation of confidentiality may also create civil and criminal liability.

### Computer Network Confidentiality Agreement

I, the undersigned, acknowledge that in the course of my work at the Waterfront Rescue Mission, I may be privileged to information confidential to the company or to an individual client, donor or employee. I will not attempt to access any information on the network except to meet needs specific to my job/position.

I further understand and agree that the consequences of a violation of the above statements may result in disciplinary action against me, up to and including termination of volunteer status.

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Volunteer Signature

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Volunteer Supervisor

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Print Name

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Date

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Print Name

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Date

# **WATERFRONT** **MISSION**

## **CONFLICT OF INTEREST**

### Volunteer Acknowledgement

A conflict of interest is defined as actual or perceived interests by volunteers in an action that results in, or has the appearance of resulting in personal, professional or agency gain. In order to avoid conflicts of interest the following specific forms of conflicts of interest are prohibited:

- 1 Directing or referring consumers served by the agency to private practices or businesses in which they may be engaged is prohibited.
- 2 Accepting gifts or fees from others for referrals of clients or business is prohibited.
- 3 Preferential treatment of volunteers in receipt of the Mission's services is forbidden.
- 4 Having direct or indirect financial interest in the assets, leases, business transactions or professional service of the Mission;
- 5 All volunteers are required to disclose any conflicts of interest.

My Signature below affirms that I have read the above policy and am able to comply with it fully:

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Printed Name

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Signature

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Date

## **Policy: Fraternalization With Clients**

Administration Approved: September 24, 2012

Procedures Established: September 24, 2012

### **Policy:**

All employees and volunteers of Waterfront Rescue Mission must maintain clear professional boundaries when interacting with clients who are enrolled in one of the Mission's ministry programs. All such interactions must:

- 1) relate to the ministry or business of the Mission
- 2) support the AIM of the Mission, and
- 3) promote the client's successful continuation in the ministry program in which they are enrolled.

Any interaction with clients by employees or volunteers which does not meet these criteria will be considered fraternization and will result in disciplinary action up to and including termination of the employee or volunteer relationship.

### **Procedure:**

It is understood that in the course of even a professional relationship it is normal for polite and cordial interchanges to take place. It is also understood that in a Christian ministry, such as that conducted by Waterfront Rescue Mission, it is normal for there to be occasions for employees and volunteers to encourage and express compassion toward those to whom they are ministering. However, all employees and volunteers must be trained to adhere to the following prohibitions:

All employees and volunteers of the Mission must refrain from developing, or attempting to develop, a relationship with a client that goes beyond the professional relationship called for in their job description.

All employees and volunteers of the Mission must refrain from conveying a promise, or setting an expectation, of developing a personal relationship with a client in the future.

All employees and volunteers of the Mission must refrain from conveying a promise, or setting an expectation, of a future ministry or business relationship outside of the Mission.

All employees and volunteers of the Mission are strictly prohibited from engaging in physical contact with a client that may, in any way, be deemed inappropriate by a reasonable person. (It is impossible to provide a comprehensive list of such conduct, so the employee or volunteer must use good judgment and common sense as a guide. The following are examples of conduct that is unquestionably inappropriate: flirtation, pursuing romantic involvement, sexual touching, sexual relationships, kissing, groping, and gesturing.)

All employees and volunteers must sign a copy of this policy indicating they have read it and agree to abide by its terms.

Print Employee or Volunteer Name: \_\_\_\_\_

Employee or Volunteer Signature: \_\_\_\_\_