



MEND VOLUNTEER POLICIES

Welcome to MEND! We are glad to have you want to be part of our agency! You will be helping us to “Meet Each Need with Dignity” as we serve poor families who live in the Northeast San Fernando Valley.

The following is a list of policies. You are asked to read these carefully, initial each statement, and sign below, indicating you understand and are willing to follow these MEND policies.

MEND’s policy is to provide an environment free of harassment and discrimination. MEND will not tolerate any form of harassment based upon an individual’s race, color, religion, sex, age, sexual orientation, national origin, disability, marital status, veteran’s status or other protected status. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, sex, age, sexual orientation, national origin, disability, or marital status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. Any volunteer acting contrary to this policy will be subject to corrective action up to and including separation from their volunteer position.

Volunteers will respect the confidentiality of information gained through your professional relationships with other volunteers, clients and staff.

Volunteers will place their professional responsibility over personal gains or interests. Volunteers shall follow all program rules and requirements with no special arrangements made out of personal interest. It should be noted that some of MEND’s program policies are geared specifically to low income volunteers who meet the federal poverty guidelines.

Volunteers assume the responsibility for keeping their relationships with all of MEND staff, volunteers, and clients on a strictly professional basis.

The professional attitude of all volunteers should be appropriately expressed. Each employee carries the responsibility of controlling his/her emotions in such a way that they do not interfere with positive working relationships. Volunteers will respect their fellow colleagues and will use appropriate channels and methods to express disagreement with any actions, opinions, or feelings toward MEND staff or volunteers.

MEND volunteers shall under no circumstances enter into any personal business agreements with clients, staff, and donors which include borrowing or lending of money, sale or purchase of personal property, etc.

There is to be no use of obscene or inappropriate language on the MEND premises at any time.

All volunteers will be required to maintain a clean, neat, well groomed appearance. Body art must be covered and piercing removed while volunteering.

The dress should be appropriate for the department that the worker is assigned to. Some departments may require that the worker wear close toed shoes.

Weapons, the use of illegal drugs, or alcohol consumption are strictly prohibited at MEND.
Zero tolerance for theft.

Computers, computer files, printers, internet access, the email system, phone, fax are MEND property and intended for MEND business use only. They cannot be used for personal reasons.

I have read the volunteer policies for MEND, and understand my responsibilities as a MEND volunteer. Disregard or violation of any of the above policies may result in termination from my position.

Name (Please print) _____

Signature _____

Date _____ Rev. 4/15/11