



## **Rules & Safety / Boundaries Agreement**

Volunteers should conduct themselves in a professional manner exercising prudent judgment, diligence in the performance of their duties, and agree to the following boundaries:

1. I will not give out any unnecessary personal information about myself (including last name, address, phone number, email address, place of employment, etc.).
2. I will not disclose any information I learn while at Hope Mission, including the identity of community members. I will not take photos without permission or share stories with the media unless arranged by Hope Mission and with full permission of the individuals involved.
3. I will not accept or offer gifts (including loaning money or offering a ride).
4. I will not go into an isolated area of the Hope Mission building or property by myself or with a Hope Mission client. I will make sure there is always another volunteer or a staff member present.
5. I will refrain from meeting with clients outside of a designated Hope Mission service location.
6. I will not enter into a dating, sexual, or otherwise inappropriate relationship with a Hope Mission client.
7. I will be very cautious regarding physical touch with Hope Mission clients and will not engage in any kind of touch (hugging, arm around the shoulder, etc.) unless I've ensured that both parties are comfortable with this.
8. I will not get involved if there is a crisis situation at Hope Mission, but will alert staff and step back to a safe distance.
9. I will dress appropriately and modestly while I am volunteering at Hope Mission, and will abide by the following dress code:
  - a. Wear comfortable, loose-fitting clothing that I don't mind possibly getting dirty.
  - b. No open toed shoes, sandals, heels, or crocs. Shoes must be comfortable and appropriate for a kitchen environment.
  - c. No tank tops, sleeveless shirts, midriff-baring tops, or low cut shirts.
  - d. No shorts or skirts – legs must be covered to below the knee.
  - e. No clothing with profanity or inappropriate graphics or messages.
10. I will refer guests to Hope Mission staff if they ask me something that I am unsure how to answer. If I am ever in a situation where I do not feel comfortable, I will seek the assistance of a Hope Mission staff member immediately.
11. I understand that Hope Mission is not responsible for any personal belongings, and I will leave all my valuables at home or, if necessary, in my vehicle.
12. I understand that I am expected to arrive on time and stay for the full length of my shift, as the rest of the team is relying on my participation. If I can't make my shift for whatever reason, I understand that I am expected to email or phone the volunteer coordinator or department supervisor with as much notice as possible. I understand that volunteers that miss two shifts without notice will be removed from the volunteer pool.
13. I will sign in at the beginning of each shift at Hope Mission. I am aware that Hope Mission tracks volunteer hours for statistical purposes.
14. I will not use derogatory or profane language in Hope Mission at any time.