



## Volunteer Conduct Agreement

In order to avoid misunderstandings and create a safe, healthy, and effective learning environment, this agreement outlines specific behaviors and attitudes that are inconsistent with the philosophy and mission of the Hiawatha Valley Adult Education (HVAE) program. All volunteers must understand and heed the following prohibitions, or be subject to immediate dismissal.

Examples of prohibited behaviors and attitudes that are grounds for immediate dismissal from HVAE's program include, but are not limited to:

1. The use of sexist, racist, homophobic, or prejudicial language and humor.
2. Any attempt to evangelize, proselytize, convince or convert students to religious or political beliefs other than their own. (HVAE celebrates diversity and respects the rights and liberty of each individual to practice their own religion and political beliefs.)
3. The use of HVAE facilities, computers, or student/staff interactions for personal financial gain.
4. The use of HVAE computers to access sexually explicit or pornographic content.
5. The use of suggestive statements and/or the making of advances that could be considered "suspicious" within a volunteer, student, and/or teacher relationship. These include and are not limited to: dating learners, sexual invitations, and/or the use of sexually implicit or explicit messages of any kind that cause the recipient to feel uncomfortable and unsafe in the relationship.
6. Failure to follow through with time commitment, including regular absence and/or tardiness from scheduled activities. Three unexcused absences, defined as not calling in advance to explain why the commitment cannot be fulfilled, are grounds for termination. Reassignment is also possible.
7. The use of chemical substances or alcohol prior to or during a teaching session.

I understand and will comply with the agreement of conduct. I understand that breaking this agreement could be grounds for dismissal from the volunteer program at HVAE.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

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



## **AN AGREEMENT OF CONFIDENCE**

As a volunteer of this organization, I understand that I may have access to confidential information, both verbal and written, relating to clients, volunteers or staff and the organization.

I understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position at this organization.

I also agree not to discuss these same matters after I have left my volunteer position at this organization. I further understand that breach of this agreement shall constitute grounds for and may result in termination of my volunteer status with this organization.

Please sign below to indicate your acceptance and agreement with these terms outlined above.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_