



Volunteer Code of Conduct

In order for everyone to have a positive, encouraging experience at Muncie Mission, we ask all volunteers to abide by the following code of conduct:

I understand that during any volunteer time I must abide by the following dress code: no shorts, tank tops, low cut or midriff showing tops, low rise pants, sandals/flip flops, or anything else deemed immodest.

Initials _____

I understand that for my protection and for the best interests of MM clients, I MAY NOT EXCHANGE ANY personal information such as addresses, phone numbers, email addresses, etc., with any clients under any circumstances. I understand that I am not to attempt to contact any client, except through a MM staff person, by means including but not limited to telephone, letters, or email.

Initials _____

I understand that I may never spend time alone with a MM client, or initiate physical contact with any client.

Initials _____

I understand that any physical contact or interaction that may be construed as flirty or romantic with a fellow volunteer, MM employee or MM client, regardless of gender, will be grounds for my dismissal as a volunteer.

Initials _____

I understand that volunteers are not to give anything including, but not limited to, gifts, money, services or any item to any MM client. Volunteers may not accept any money or gifts from clients for any reason.

Initials _____

Please read the following. In addition to the above statements, we ask all volunteers to abide by the following rules and regulations:

- Volunteers will attend a brief orientation on their first day and tour the building to which they are assigned.
- Please sign in and out so that we can keep track of volunteer hours.
- Cell phone use (this includes texting) is not allowed while volunteering at the Mission.
- Volunteers may listen to music while volunteering in *some* areas at the Mission using headphones only. Check with the person in charge to see if this is permitted in the area you are volunteering.
- Please contact Volunteer Coordinator if unable to come on scheduled day. We count on you.
- Volunteers are encouraged to maintain a high standard of integrity and professionalism when relating with MM clients.
- Volunteers must follow the instructions provided by staff members, and not do anything outside of the given instructions.
- All volunteers and visitors who choose to take part in chapel service and prayer are asked to please be respectful and act as role models for our clients.
- Volunteers should engage in gracious and respectful conversation. Volunteers should not use profanity.

- Muncie Mission is a faith-based organization. Volunteers are asked to please respect our views when relating with clients as these beliefs are the foundation of our ministry. Please refrain from any *extensive* religious conversations and do not criticize any denominational faiths while at MM.
- All personal information about our clients is strictly confidential. However, if you are concerned that someone is in danger or a potential threat to others, report the information to a MM staff person immediately.
- All Mission property is alcohol, drug and tobacco-free. If volunteers choose to take a smoke break, they must leave the Mission property.
- Obscene or abusive language is not permitted on Mission property.
- Shirts that promote alcohol, drugs or lifestyle beliefs contrary to Christian beliefs should not be worn.
- Volunteers are not authorized to identify themselves with Muncie Mission, or attempt to use their position to gain profit or illicit personal gain.
- Volunteer groups with children up to age 17 must have adult supervision at a ratio of 1 adult to 10 children. Those responsible adults must understand the importance of their supervisory role. Children under 18 must have a parent sign the waiver and release form.
- Please leave purses and other bags at home or in your car as there is not space to store these items at the work sites.
- I (the volunteer) agree to indemnify MM and/or any of its separate entities against all claims, demands, judgments and executions that the MM may sustain arising from my volunteer actions, whether or not such claims, demands, judgments and executions are discovered during my volunteer work.
- I give MM the right to print and/or publish pictures of any activities I participate in with MM.
- I understand that I am NOT allowed to take pictures of any other persons who may be at the mission besides my fellow group members, and that video photography is NOT permitted.
- MM is not responsible for any injuries or accidents that may occur, or any belongings that are lost or stolen while on any of our properties.
- ***Should you have any problems with a client, staff member or other volunteer, please contact the Volunteer Coordinator or Director immediately.***

I understand and fully agree without reservation to abide by the Volunteer Code of Conduct. I understand that at any time my volunteer service may be terminated due to non compliance with volunteer policies.

Signature Print Name Date

Parent Signature if applicant under 18 years old Print Name Date

Name of Group (If applicable) Group Leader*

***It is the responsibility of the group leader to explain and enforce the code of conduct within the group.**