

## Volunteer Agreement



As a volunteer of CIE, I agree to the following CIE volunteer policies:

**Attendance:** I understand that it is expected that I will show up and complete the time commitment as discussed. If I am not able to make an assignment or complete your volunteer hours, I will notify my supervisor at least one week in advance when possible.

**Confidentiality:** I am aware that as a volunteer, I will often be exposed to personal information. I will respect the privacy of all CIE staff, volunteers, and clients, and will be responsible for maintaining the confidentiality of all proprietary or privileged information to which I am exposed while serving as a volunteer, whether this information involves a staff member, volunteer, client, or other person or involves the overall business of the organization. Confidential information includes, but is not limited to, the financial status, health, age, and residency status of CIE's clients. I understand that failure to maintain confidentiality in accordance with these policies and procedures may result in termination of my relationship with CIE or other corrective action. I agree not to disclose Confidential Information to anyone except (1) Mandated by law; (2) to prevent a clear and immediate danger to a person or persons; (3) where I am a defendant or witness in a civil, criminal, or disciplinary action arising from the contract; or (4) There is a waiver previously obtained in writing, and only in accordance with the terms of the waiver.

**Conflict of Interest:** To avoid any confusion between possible independent "for-profit" endeavors and my volunteer services for CIE, in my "for-profit" endeavors, I will not use, display, distribute, or otherwise exploit the name or logo of CIE, including materials, documents, slides or any other CIE marketing or branding; or claim or suggest any joint venture with, other affiliation with or endorsement by CIE. During my volunteer assignment, and within two years after completion of my assignment, I will not solicit any CIE clients or staff for my "for profit" business, employment, or other conflicts of interest.

**Dismissal and Resignation:** I recognize that I have a responsibility to adhere to the rules and procedures of CIE. Failure to do so may cause me to be dismissed. I understand that I may resign from my volunteer role at any time and that it is preferred that I provide the Manager with advanced notice of my departure and a reason, if possible.

**Fees and Donations:** I understand that staff and volunteers provide services in order to support clients and their businesses, not for self-gain or to in any way exploit clients. I will not solicit for business or accept payment or compensation of any kind from CIE clients for any of the same services or materials that CIE already offers, during my volunteer assignment or within two years after completion of volunteer assignments. Volunteers will not be reimbursed for any expenses incurred while performing their volunteer services.

***Non-disparagement:*** I agree not to disparage CIE or its officers, directors, employees, grantors, donors, clients, affiliates, or agents, in any manner likely to be harmful to them or their business, business reputation, or personal reputation, provided, however, that I shall respond accurately and fully to any question, inquiry or request for information when required by legal process.

***Ownership and Property:*** I understand that CIE curriculum and program materials are the exclusive property of CIE. I agree that I will not use curriculum or program materials in my separate endeavors or attempt to duplicate the CIE program elsewhere.

***Professional Boundaries:*** I agree to conduct myself professionally at all times, set appropriate boundaries in my volunteer service, and will not enter into any relationship with clients or staff that extends beyond my volunteer position description unless approved by the Executive Director. Inappropriate relationships include but are not limited to romantic, personal loans, providing housing or direct investments, etc. I agree only to meet clients in public places.

***Representation of CIE:*** I understand that I am authorized to act as a representative of CIE only to the extent specifically stated in the position description for your volunteer role. Prior to any action or statement that may significantly affect or obligate CIE or any of its respective activities or programs, I will seek prior consultation and approval from the appropriate staff. Actions include but are not limited to, public statements to the press, lobbying efforts, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. I will not use CIE stationary, title, reference, or identify myself as an employee unless authorized.

***Respect and Non-proselytizing:*** I agree not to engage in any conduct during my volunteer assignment that is detrimental to the interests of CIE clients, or to the organization. I will treat all individuals with dignity, respect, and worth, and make a personal commitment to be nonjudgmental about cultural differences, living conditions, and the lifestyle of each person with whom I come into contact. I will not preach to anyone or pressure anyone to accept my political, cultural, or religious beliefs. I understand that each person develops at their own pace, and my role is to listen, understand, and encourage their next steps.