

At Family Promise, our actions are guided by our Core Values and the highest ethical guidelines to ensure guest and staff safety. We ask all volunteers to follow these behavioral expectations while volunteering.

NOTE: "Guest" is defined as those individuals currently participating in the Family Promise of Spokane programs and those which have graduated or exited programs.

**As a Family Promise of Spokane Volunteer, I will uphold the following standards:**

### Communication & Decorum

- **I will uphold the Family Promise of Spokane Core Values to be nonjudgemental, respectfully compassionate, present, competent, empowering and a good neighbor.**
- I understand that my personal contact information may be available to volunteers and staff members.
- I will log my volunteer hours for every shift.
- I will communicate if I am unable to attend my scheduled volunteer shift with my coordinator and/or with the Family Promise Volunteer Coordinator as soon as I am aware.
- I will follow the dress code out of respect for the guests, staff members and reputation of Family Promise of Spokane.
  - Keep a tidy and clean appearance, attending to personal hygiene.
  - Wear comfortable clothes and close-toed shoes that attach to your feet securely.
  - All clothing should be clean and functional in accordance to the job that you are performing.
  - Please avoid: sweatpants, leggings as pants, ripped jeans, short dresses/skirts, tight or revealing clothing, spaghetti strap shirts, crop tops that expose your mid-section and clothing with inappropriate images/jokes/logos/words or politically partisan apparel.
- If I have a contagious illness, I will not come to my volunteer shift and will notify my coordinator and/or with the Family Promise Volunteer Coordinator. Contagious illness and symptoms include, but are not limited to:
  - COVID-19 (or known exposure per CDC guidelines)
  - Norovirus or Flu
  - Pink-Eye or Contagious Rashes
  - Vomiting due to infectious disease
  - Lice
  - Fever above 100.4F

### Behavioral Expectations

- I understand that Family Promise facilities are Drug and Alcohol-free zones. I will not partake in any drug/alcohol related activity/exchange on site and will report any signs of drug/alcohol related activity to my direct supervisor.
- I will not come to my shift intoxicated. I will leave at least 12 hours between any marijuana or alcohol use and my shift. I may be asked to leave my shift or be terminated if there is suspicion of intoxication while working.

## Behavioral Expectations (Continued)

- I understand that Family Promise does not tolerate violence. Violent behavior or any threat of violence is a serious offense and can result in termination of my position.
- I will not bring any weapons, including guns, knives, blades, or tasers while volunteering or while within a 200 ft radius of a Family Promise facility or parking lot.
- I will not engage in any discriminatory or sexual harassment acts of any kind. Discrimination/acts of harassment can result in termination of my position.
- I will not threaten or speak in a threatening or aggressive manner to anyone for any reason.
- I will respectfully work alongside FPS staff and Volunteers to humbly serve FPS Families.
- I will not gossip about others. Gossip is talking about a person with the intention to harm them or make them look bad. Gossip is regarded very seriously and will not be tolerated.

## Interaction with Guests

- I understand that if I witness any signs of child/domestic abuse, neglect, or suspicious behavior, it is mandatory that I notify my direct supervisor and work with them to determine appropriate next steps (calling Child Protective Services, notifying case manager, etc.).
- I understand that I am not a babysitter. Children must always be in line-of-sight of their parents/guardians. It is not my responsibility to watch or discipline children (Kids' Crew exceptions may apply).
- **I will not go alone with minor children behind or into closed doors/closed off spaces/vehicles and will not engage in inappropriate physical contact with kids.** This includes carrying children and sitting them on my lap. High-fives and side hugs are acceptable.
- I will not engage in activities with children that disregard the wishes of that child's parents/guardian.
- I will not go alone with individuals behind or into closed doors/closed off spaces/vehicles and will not engage in inappropriate physical contact.
- I will not transport guests in my personal vehicle during or outside my volunteer shift, unless prior written approval is obtained from the Volunteer Coordinator at Family Promise of Spokane.
- I will not provide lodging for guests in my own home.
- I will not lend/borrow money to/from guests. I will not accept gifts of any monetary value from guests and will not solicit them in any way.
- I will not allow any guest to borrow my vehicle or any other personal items of value.
- I will guard my valuable possessions making sure to lock offices where they are kept or keep my items locked in my car.

**By signing below, I acknowledge that I have read the Family Promise of Spokane Behavioral Expectations for Volunteers and will abide by the terms outlined above.**

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_