

Catholic Charities Volunteers

RULES ARE NECESSARY IN ORDER TO ASSURE GOOD SERVICE TO OUR CLIENTS AND PROVIDE A PLEASANT, SAFE WORKING ENVIRONMENT.

Policies and Procedures

1. Report to your supervisor each day before you begin your work schedule.
2. Sign in and sign out each day you work for a record of your hours worked. For security reasons, wear a name tag at all times. No one may accompany you to work.
3. Volunteer's schedules are based on the needs of the agency. Your schedule may vary. Do not change your hours without permission. If illness or an emergency keeps you from reporting to work as scheduled, notify us at least 24 hours in advance, or as soon as possible.
4. Our agency is a smoke-free, fragrance free, drug-free workplace.
5. Carefully follow the instructions for every task assigned to you. Do not take short cuts. If you do not know the correct procedure, ask someone on the staff in an official capacity. Do not seek direction from others who are not in authority.
6. Personal business may not be conducted during your volunteer time. No phone calls, (including cell phones) except for emergency. Plan accordingly.
7. Be polite. Foul, offensive, suggestive language is prohibited.
8. The following are not acceptable attire: sandals, slippers, short shorts, halter or strapless Dresses or Shirts, T-shirts displaying offensive language or pictures, see-through shirts, half shirt's or tank tops. You may be asked to leave if wearing any of these items.

Failure to comply with the standards set by Catholic Charities will result in immediate dismissal.

I have read the Policies & Procedures-Rules of Conduct and agree to comply with the above conditions.

Date: _____

Signed: _____