



Ending homelessness by restoring lives.

**VOLUNTEER
MEMORANDUM
OF UNDERSTANDING
2011-2012**

All volunteers must read and sign this Memorandum of Understanding prior to volunteering with DuPage PADS. After signing, please return to: Volunteer Coordinator, DuPage PADS, 705 W. Liberty, Wheaton, IL 60187.

DuPage PADS engages volunteers without regard to race, color, religion, gender, national origin, age, sexual orientation and physical or mental handicap. Any instances of discrimination by or towards a staff member, volunteer or participant should be reported to Carol Simler, Executive Director at 630-682-3846 x231 or Beth Epstein, Director of Programs at 630-682-3846 x241.

CONFIDENTIALITY

Privacy is a protection staff and volunteers provide for the people we serve. For the purposes of this handbook and all communications with DuPage PADS volunteers, confidentiality is defined as being entrusted with the private information of another either through access to confidential paperwork or through speaking with staff, participants or other volunteers. In the course of delivering our programs and services, DuPage PADS volunteers may be entrusted with confidential information regarding our agency, staff, participants and other volunteers. In an effort to protect the privacy and dignity of these persons, it is the policy of DuPage PADS that all volunteers:

- Exercise good judgment and care at all times to avoid unauthorized or improper disclosure of confidential information that belongs to or was obtained through their affiliation with DuPage PADS to any person, including relatives, friends and business and professional associates.
- Protect the identity of any participant except with other volunteers, agency staff and emergency personnel who are conducting an official investigation.

HARASSMENT

Sexual harassment is an unwarranted intrusion upon the sexual dignity of a person including jokes, innuendoes, insults, sexual remarks, derogatory or pornographic pictures, leering, touching and kissing. DuPage PADS is committed to ensuring that our staff, volunteers and participants are not subjected to sexual harassment in any form. Any incident of sexual harassment towards a staff member, volunteer or participant should be reported to the Director of Programs at 630-682-3846 x241.

SAFETY

DuPage PADS is committed to providing a work environment that is safe and supportive of the dignity and self-esteem of all staff, volunteers and participants. Any incident involving verbal or physical abuse or assault must be reported to the Director of Programs at 630-682-3846 x241. If you become aware of imminent or actual violence, emergency assistance should be sought immediately by calling 911.

CONFLICT OF INTEREST

Volunteers, to the best of their knowledge, shall not benefit directly or indirectly from any material arrangement, agreement or investment from or on behalf of any person or organization engaged in any transactions with DuPage PADS.

I, (please print) _____, agree to adhere to all of the above stated policies. I acknowledge that a violation of any of these policies may result in being asked to not return as a volunteer.

Name: _____

Address: _____ City _____ Zip _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Interim (Overnight) Housing Volunteers

Congregation/Support Group: _____ Site location: _____

