



Code of Ethics: Volunteers

Catholic Community Service Volunteers

- a) Volunteers will support the mission, values and ethics of Catholic Community Service.
- b) Catholic Community Service will have a plan for its use of volunteers to complement the work of paid staff.
- c) Catholic Community Service will provide the resources needed for volunteers to be effective within the organization.
- d) Volunteers will be held to the same standards, policies, procedures and accountability as is paid staff of Catholic Community Service.
- e) Catholic Community Service will develop and use a recruitment plan to create a diverse group of volunteers to assist with promotion of the mission and work of the organization.
- f) Volunteers will be screened, interviewed and placed in roles within the organization that match their skills and abilities with the needs of Catholic Community Service and its clients. Background and reference checks will be completed on volunteers as appropriate to their type and level of responsibility and stated requirements of the volunteerism.
- g) As appropriate, a position description will be provided to volunteers, which outlines performance expectations upon commencing their volunteer role.
- h) As appropriate, volunteers will be offered training and development opportunities provided by Catholic Community Service regarding the mission, values and ethics of the organization.
- i) Catholic Community Service will have a designated individual(s) who will have responsibility for the ongoing coordination, training and supervision of volunteers.
- j) Catholic Community Service administration will formally recognize volunteers for the work that they perform for Catholic Community Service and its clients.
- k) Catholic Community Service will conduct an exit interview of volunteers who terminate their service to the organization and who want the opportunity of the exit interview. Catholic Community Service will use this information to continually improve its effective use of volunteers.
- l) Volunteers will not to use their role within the organization to receive preferential treatment when seeking services for themselves, family members or friends.

Volunteer Signature _____

Date _____