



HPHA Volunteer Agreement and Code of Conduct

Acknowledgement

All Huron Perth Healthcare Alliance (HPHA) volunteers will act ethically and with high standards of integrity at all times. HPHA has a responsibility to its employees, volunteers, stakeholders and the community at large to conduct all aspects of its business in a lawful and diligent manner. No volunteer is permitted to commit or condone any illegal or unethical act, or to instruct other employees or volunteers to do so. Any doubt as to the legality of an action should be discussed with your immediate supervisor up to and including the board of directors if necessary. Volunteers have a responsibility to protect HPHA assets entrusted to them from loss, damage, misuse, and theft. Assets may include funds, products, property, and services. HPHA's property (including intellectual) must not be used for personal advantage. HPHA also requires honest and accurate recording and reporting of information in order to make informed and responsible business decisions. HPHA's books and records should accurately reflect all business transactions. Undisclosed or unrecorded revenues, expenses, assets, or liabilities are prohibited.

Code of Conduct

I also understand that HPHA volunteers are expected to conduct themselves in a respectful manner. HPHA believes that everyone deserves to work in a positive work environment, acts of bullying, displaying offensive materials, any unwelcome behaviours, sexual or otherwise, discrimination based on age, gender, race, religion, sexual orientation, disability etc. will not be tolerated. Volunteers who observe, learn of, or are subjected to harassment, are responsible for immediate reporting the conduct to a supervisor, manager, Chief Administrative Officer or any member of management with whom they feel comfortable. Investigations will be conducted in a discreet and confidential manner.

Confidentiality

All HPHA volunteers are expected to work in an ethical manner. This includes the execution of tasks, duties, and responsibilities efficiently, professionally, and honestly. Confidentiality and security are of utmost importance. HPHA will strictly comply with legislation as it pertains to the Personal Information Protection and Electronic Documents Act (PIPEDA). Confidential material can include organizational information, or information related to employees or consumers. Volunteers are required to protect confidential information and sensitive assets from unauthorized disclosure and use. This information may include proprietary information, information as it relates to a consumer or employee's medical condition, emotional state, financial matters, or any other personal matters. When a volunteer leaves HPHA for any reason, confidential and proprietary information remains with and is the exclusive property of the organization, and is not to be used nor disclosed in any way by the departing volunteer following the termination or conclusion of their service with HPHA.

Assumption of Risk As a volunteer

I agree that this Agreement constitutes an unqualified assumption of all risks, dangers, and hazards associated with my work and participation as a volunteer and my association with the organization. Workplace Health and Safety is the joint responsibility of HPHA management, its employees and volunteers. Supervisors are responsible for ensuring that workers (volunteers) are aware of any potential work hazards and are trained in safe work practices, as outlined in the Occupational Health and Safety Act (R.S.O. 1990, c.01). Workers (Volunteers) are responsible for taking all reasonable and necessary precautions to ensure their own safety and that of others. It is everyone's responsibility to promptly report any unsafe work conditions.

Conflict of Interest

Conflicts of interest could seriously damage HPHA's reputation. It is essential that all business decisions be based on what is in the best interest of HPHA. There are many examples of where conflicts of interest can arise. The general rule is that volunteers must avoid any activity that compromises, or could reasonably be seen to compromise their judgment, cause them to show undue favouritism to any party or causes them to receive a benefit of some kind. If in doubt, it is best to disclose a potential conflict of interest. A conflict of interest could include receiving gifts where more than a nominal value is involved and its purpose is to garner preferential treatment. Volunteers may not engage in conduct that could be interpreted as directly or indirectly seeking, receiving, or providing a bribe or kickback.

Age & Residency

I declare that I am a legally allowed to volunteer in Canada and am over the age of 18. If I am under the age of 18 my parent(s) or guardian have read and understood this document and have signed below.

I agree to conduct myself in a manner that corresponds to the expectations outlined in this agreement. I understand that if not in compliance, and fail to represent myself in a manner consistent with this agreement, disciplinary action may be taken, up to and including termination.

Name of Volunteer (Please Print)

Signature of Applicant

Date:

Signature of Parent/Guardian

(If Volunteer is under 18)

Date: