



ADVOZ ETHICS AND CONFIDENTIALITY STATEMENT STAFF AND VOLUNTEER GUIDELINES

As an employee or volunteer of ADVOZ, you are asked to agree to the following:

- I will at all times treat staff, volunteers and the community we serve with dignity and respect.
- I will carry out my responsibilities in accordance with the training, policies and procedures provided by ADVOZ.
- I will insure that a parent, guardian or other responsible adult is present at any meeting that I attend with a juvenile.
- I will not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, familial status, ancestry, citizenship or service in the uniformed services.
- I agree to conduct all ADVOZ activities involving conflicting parties or harmed/harming parties in an impartial and neutral manner.
- I will communicate ADVOZ's confidentiality policy when appropriate and making clear that programs are voluntary and will not exert any undue influence to participate.
- I will conduct all ADVOZ activities while keeping in mind the safety of all parties involved.
- I will not solicit business nor take advantage of relationships for personal gain with any individual involved with ADVOZ.
- I will not engage in personal relationships that conflict with the best interests of ADVOZ.
- A conflict of interest may exist when my interests may be perceived as competing with the interests or concerns of the organization. I will immediately disclose orally and in writing to the Board any such possible conflict of interest. When a conflict of interest is relevant to a matter requiring action by the Board, I will bring it to the Board's attention.
- I will clearly distinguish between my own personal statements and actions and those that I make as a representative of ADVOZ.
- I will not perform my duties while under the influence of alcohol or any illegal drugs.
- I will not engage in any activity or behaviors that would be detrimental to the positive community image or reputation of ADVOZ.
- I will hold confidential the information in ADVOZ's program, personnel, donors and organization.
- I will uphold the mission and vision of ADVOZ in a manner consistent with these statements and where possible, address conduct that I find questionable or objectionable with those directly involved. If they continue to violate the conditions herein, I shall report this to the Executive Director or Board of Directors.

Employee/volunteer/intern Name

Date

Signature

Date