



Statement of Confidentiality

As a volunteer of Volunteers Assisting Seniors, I understand that some of my work will involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of client records, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

I further understand that if I am found acting indiscreet with confidential material or not protecting privacy of a client through my actions, I will be dismissed from service immediately. I understand this action to be necessary in order to maintain high professional standards of the office and integrity of Volunteers Assisting Seniors.

VAS Applicant

Date

Executive Director/Program Coordinator

Date

Drug and Alcohol-Free Statement

We strive to provide a safe and healthy work environment free from alcohol abuse or the use of illegal drugs*. Any employee or volunteer who violates this policy will be disciplined and immediately removed from the program. Neither volunteers nor employees may consume alcoholic beverages or take illegal drugs on our premises. Neither volunteers nor employees may report to work under the influence of illegal drugs or alcohol. Volunteers and employees are prohibited from being under the influence of a controlled substance or of alcohol at our place of business or at any agency-sponsored activity on or off property.

**Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has not been legally obtained, or which is being used in a manner or for a purpose other than as prescribed.*

VAS Applicant

Date

Executive Director/Program Coordinator

Date