



Codes of Conduct at St. Vincent de Paul

To provide a safe and welcoming environment at St. Vincent de Paul, we follow these guidelines.

1) Confidentiality:

Information about staff, volunteers and guests/clients is confidential.

Do not share it without expressed consent box the guest/client, volunteer or staff person. Do not give out your address, phone number to guests, and do not provide any information about any guests to anyone outside of the SVDP staff.

Exception - you may give information to medical authorities if a guest requires emergency treatment. Give information to relevant authorities if there is child protection or public safety issue after consultation with SVdP's staff.

2) Guidelines and Boundaries:

Follow all Directions and instructions issued by SVdP staff, at all times.

All volunteers and staff members must treat guests and each other with dignity and respect. If you are uncomfortable with an assignment or duty, it is always ok to let your supervisor and/or volunteer coordinator know. Expressing your concerns will help SVdP place you in a more suitable environment. Do not solicit or accept gifts offered from guests.

3) Drinking and Drugs:

The manufacture, distribution, dispensation, possession or use of controlled substances are prohibited in all facilities and service areas of the Society. Individuals who use illegal or legal substances in a manner that impairs their work performance will be subject to corrective action.

4) Safety:

If there is an emergency or you are injured or encounter any issues during your volunteer service, inform a supervisor immediately.

5) Attire:

Appropriate attire: Dress casually and understand that your clothing may be susceptible to dirt or staining. No provocative or revealing clothing is permitted while on SVdP premises. Closed-toe shoes are required. SVdP volunteers and staff are expected to maintain an acceptable level of cleanliness and professionalism.

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