

## **Volunteer Services Ethics Guidelines**

If accepted as a volunteer, I agree that:

1. **My services are donated to Springfield Hospital without obligation of compensation or future employment and are provided for humanitarian or charitable reasons.**
2. **I shall be punctual and conscientious, conduct myself with dignity, courtesy and consideration of others and endeavor to make my work professional in quality.**
3. **I shall attempt to resolve any problems related to my volunteer activities with my manager and, if unsuccessful, attempt to resolve any such problems in the manner identified in cooperation with the Coordinator of Volunteer Services.**
4. **I shall make my best effort to fulfill my commitment to the hospital by completing all assignments that I accept.**
5. **I understand that the Coordinator of Volunteers reserves the right to terminate my volunteer status for reasons which include but are not limited to:**
  - a. **Failure to comply with Springfield Hospital policy**
  - b. **Absences without prior notification**
  - c. **Unsatisfactory attitude, work, or appearance**
  - d. **Breach of confidentiality**
  - e. **Any other circumstances in which disciplinary action has been taken and specified response is disregarded**
6. **I shall not sell or attempt to sell goods or services, request contributions, or to solicit persons to sign or distribute political petitions or religious materials on Springfield Hospital premises, unless I receive the express written permission of the Coordinator of the Volunteer Services.**
7. **I shall, if requested, submit to examinations which may include X-rays, skin tests, appropriate laboratory tests and/or immunizations that may be necessary as part of the employee/volunteer health program.**

I have read each of the above conditions and I agree to be bound by them.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness to the signature:

\_\_\_\_\_  
Date