

Volunteer Responsibilities and Ethical Standards

Date: [Insert Date]

Dear [Volunteer Name],

We are thrilled to welcome you as a volunteer at [Organization Name]. As a valued member of our team, we would like to outline your responsibilities and the ethical standards we expect you to uphold during your time with us.

Volunteer Responsibilities:

- Attend all scheduled volunteer training sessions.
- Respect the confidentiality of all client and organizational information.
- Be punctual and reliable in fulfilling your assigned duties.
- Communicate any challenges or concerns with your supervisor promptly.
- Work collaboratively with other volunteers and staff members.

Ethical Standards:

- Demonstrate respect for all individuals regardless of their background or beliefs.
- Act with integrity and accountability in all activities.
- Avoid any conflicts of interest and disclose any potential conflicts to your supervisor.
- Follow all organizational policies and procedures.
- Promote a positive and inclusive environment for everyone.

By signing below, you agree to abide by these responsibilities and ethical standards while volunteering with us.

Thank you for your commitment to making a positive impact through your volunteer work.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]

Volunteer Signature