



## **JUNIOR VOLUNTEER SERVICES STANDARDS OF CONDUCT**

### ***AS A HOSPITAL VOLUNTEER, I AGREE THAT:***

1. I shall hold as absolutely confidential all information that I may obtain directly or indirectly concerning patients, doctors or personnel, and not seek to obtain confidential information from a patient.
2. My services are donated to the hospital without contemplation of compensation or future employment, and given with humanitarian or charitable reasons.
3. I understand that it is a crime to solicit business for an attorney. I shall not solicit business for attorneys or insurance companies, both on or off hospital property, or act as a runner or capper for an attorney in the solicitation of business. I shall report all known occurrences of solicitation for attorneys to the Volunteer Programs Director.
4. I shall not sell or attempt to sell goods or services, request contributions, or solicit persons to sign or distribute political petitions on hospital premises, unless I receive the express authorization of the Volunteer Programs Director to engage in these activities.
5. I shall submit to examinations, which includes tuberculosis skin tests and/or chest x-rays and a drug test as part of my volunteer service.
6. I shall be punctual and conscientious, conduct myself with dignity, courtesy and consideration of others, and endeavor to make my work professional in quality.
7. I shall make my best effort to fulfill my commitment to the hospital by completing all assignments that I accept.
8. I shall at all times uphold the philosophy and standards of the hospital.
9. I understand that the Identification Badge issued to me is the property of the hospital, and I agree to return it upon leave of absence, termination of volunteer service or whenever requested by staff to do so.
10. I understand that the Volunteer Programs Director reserves the right to terminate my volunteer status as a result of:
  - failure to comply with hospital policies, rules and regulations;
  - absences without prior notification
  - unsatisfactory attitude, work or appearance; or
  - any other circumstances which, in the judgment of The Medical Center of Southeast Texas Volunteer Director, would make my continued service as a volunteer contrary to the best interests of the hospital.

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

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Volunteer Signature

Date