



Freehold Area OPEN DOOR

This CONFIDENTIALITY AGREEMENT is intended to indicate the scope of commitment, professionalism and seriousness with which we treat our volunteers and the confidentiality of the information they handle in performance of their duties. Open Door agrees to accept the services of :

Print Name of Volunteer

Date

By committing to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To ensure diligent supervisory aid to the volunteer and to provide feedback on their performance.
3. To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To be receptive to any comments from the volunteer regarding ways in which we might mutually better accommodate our respective tasks and provide timely feedback to commenters.
5. To treat the volunteer as an equal partner with agency staff, jointly responsible for accomplishment of the Open Door mission.

I, the VOLUNTEER, agree to serve as an Open Door volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to Open Door rules and procedures, including safety guidelines record keeping requirements and confidentiality of client and Open Door information.
3. To treat all client information as confidential and refrain from accessing it unless there is a "Need to Know" in order to perform my duties.
4. To meet time and duty commitment, or to provide adequate notice so that alternate arrangements can be made.
5. To act at all times as a member of the team responsible for accomplishing the Open Door mission.

Agreed to:

Volunteer signature

Geralyn Fraggetta-Drury, Exec. Director

Date