

# HODAC, Inc.

## Volunteer Code of Ethics

**Ethic:** The system of moral standards or values, a particular moral standard or value. **Ethical:** Having to do with ethics or morality; of or conforming to moral standards, conforming to the standards of conduct of a given professional group.

Webster's New World Dictionary, Third College Edition

This Code of Ethics is to be used as a guide for all persons in their activities as a volunteer for HODAC, Inc. It is not to be regarded as finished, but as a guide. Combined with common sense, it will guide volunteers in their professional interaction with clients, staff and other agencies.

1. As a volunteer with HODAC, Inc. I will place the concerns of the clients and their families above the concerns of others. I will treat each individual and/or family with respect and dignity.
2. I will be kind and understanding to all clients regardless of their race, sex, religion, or sexual preference.
3. I will not deliberately harm a client, physically or emotionally. I will not verbally assault, ridicule, attempt to subjugate or endanger a client, nor will I allow others to do so.
4. I will not pressure a client to do things that others or I may want them to do that they do not want (such as pressing charges or not pressing charges). I will not attempt to force them to adopt beliefs or behaviors that reflect my own value system or the values of others rather than their own.
5. I will remain aware of my own skills and limitations. Since clients will consider me an authority, I will never attempt to counsel or advise them on matters not within my area of expertise. I am there to listen, explain procedures and to refer the client to the appropriate person or agency.
6. I will not engage in any activity that could be construed as exploitation for personal gain, be it sexual, financial, or social.
7. I will not attempt to use my position in a coercive manner toward the client to meet my own ends. I will not promote dependence on me, but rather will advise clients of which agencies to contact to empower themselves.
8. I will hold all information concerning the client and the client's family in the strictest of confidence. I will only discuss information with the HODAC staff as required for services.
9. I understand the fact that I am a representative of HODAC and will refrain from alcohol consumption or any use of mood-altering or illegal drugs while volunteering. Arrest for drug or alcohol related charges will result in immediate dismissal.
10. I will accept responsibility for attending trainings that will help my professional development and will attend trainings by other agencies as often as possible.
11. I understand the fact that I am a volunteer to help clients through services offer by HODAC or provide information for referral and link clients to other agencies where they can receive services. I will not encourage or suggest a relationship of any kind with the client.
12. \* If I am unable to answer a call, I will call the staff on back up, Program Coordinator or another volunteer advocate and ask them to take the call. I will use common sense and professionalism in determining my actions while on call.

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Volunteer Signature

Date

\* Pertains to Victim Advocate Volunteers only

Revised 07/04