**LIABILITY WAIVER** 

In order to ensure a culture of safety and trust, as well as provide a positive and encouraging experience, all volunteers and interns are required to adhere to the following guidelines:

 **Confidentiality**

In the course of working with Mel Trotter Ministries, volunteers, interns, and contractors may receive and become aware of information, projects, practices, donor contacts, methodologies, operations, and philosophies related to MTM business.  There is an ethical, legal, and moral importance of safeguarding such information and records and all such information is strictly confidential.  At no time or in no manner, either directly or indirectly, should anyone divulge, sell, disclose, communicate, or use confidential information.  This confidentiality agreement includes but is not limited to:

* 1. Guest/Resident Information: All guest/resident information is confidential and is not to be disclosed outside of appropriate personnel within Mel Trotter Ministries and in compliance with HIPPA and other applicable state and federal laws.
	2. Donor Information:  All donor lists and information, whether personal or financial, are confidential and are the property of MTM.
	3. Financial Business and Operations:  Specific financial business and operations information is confidential and should not be divulged or discussed with any individual or agency.  Information pertaining to MTM business that has not been made public shall remain confidential.

 **Conduct**:

* Use of all tobacco products, including chewing tobacco, is prohibited on MTM’s buildings and grounds.
* Show respect at all times. Profanity is never allowed.
* No drugs, alcohol, or weapons are allowed on MTM’s premises.
* Threats, threatening behavior or acts of violence are not permitted (Report any incidences to the Staff Supervisor)

 **Appearance:**

* Wear attire appropriate for the position. For example, closed-toe shoes in the Kitchen and Facilities.
* Dress modestly.
* Please wear your Volunteer Badge at all times.

 **Relationships**

Be friendly (smile) and be relational BUT

* Do not exchange personal contact information.
* Avoid visits or meetings with guests outside your work schedule
* Do not offer transportation to any guest.
* Stay within good boundaries (no interactions that may be seen as flirtatious or romantic)
* No exchange of gifts or items such as money, goods or services.

**Other**

* Please respect MTM’s views on the Christian faith.
* Keep testimonies and religious conversations brief.
* If you do not wish to be photographed for MTM promotions, please notify the Staff Supervisor.
* Food, clothing, household items, etc. are not to be removed without permission.
* Do not use MTM’s name or your volunteer status for personal gain.
* Any fundraising or solicitation efforts must be approved by the Vice President of Development.

**I understand I am performing work for MTM not as an employee, but as a volunteer or intern.  As such, I am not entitled to any benefits accorded to MTM employees, including without limitation worker's compensation, disability insurance, pay for time away.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_