



Volunteer Policy

Purpose: To establish and implement BirthMatters' vision for the use of volunteers in its programs

BirthMatters believes that the appropriate use of volunteers will increase the effective utilization of staff time and skills as well as promote greater community involvement.

Volunteers will work alongside staff whenever they interact with clients. Volunteers, as well as staff, are trained in appropriate and inappropriate child interaction (e.g. No hugging, touching, taking to the bathroom).

Volunteers will

- Work under the direct supervision of BirthMatters' staff
- Sign a Volunteer Agreement form informing them of volunteer policies
 - Submit to an FBI background check
 - Undergo training appropriate to their tasks
 - Sign a Confidentiality Agreement
 - Be on time or contact the Program Manager
 - Be dressed according to the Dress Code
 - Be positive, polite, and professional

BirthMatters will

- Train volunteers for the tasks which they have agreed to perform
- Support volunteers as needed
- Pay for, send, and receive needed background checks (\$40 per person)
- Retain signed volunteer paperwork
- Enforce signed policies and agreements

Volunteer Agreement

As a volunteer for BirthMatters, I agree to:

- Submit to a background check¹
- Attend training appropriate to my tasks
- Sign a Confidentiality Agreement
- Be on time to perform the services to which I have committed. If I am going to be absent or late I will contact the Program Manager to let them know.
- Be dressed appropriately (see Dress Code Policy)
- Be positive, polite, and professional

¹ The background check is a national check completed through the FBI that reports criminal history in all states.

Confidentiality

The protection of confidential information is vital to the reputation and the success of BirthMatters. Respecting the privacy of our clients, donors, members, staff, and volunteers and of BirthMatters itself is a basic value of BirthMatters. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members with BirthMatters may be exposed to information that is confidential and/or privileged and proprietary in nature. It is the policy of BirthMatters that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

All such information that BirthMatters volunteers receive in the course of their volunteer work, including information received from staff, other volunteers, grant applicants, board members, and board committees, is to be held by the volunteer in the strictest of confidence, unless a matter of public record or specified otherwise by the Executive Director.

Volunteers who improperly use or disclose confidential information will be subject to termination, even if they do not actually benefit from the disclosed information.

Upon termination of volunteer work, a volunteer may not remove any confidential information from BirthMatters offices and must return any confidential information in his/her possession.

BirthMatters Dress Code Policy

BirthMatters requires volunteers to always appear for work in attire that is “professional” and suitable for the work setting. This may vary slightly from one area to another depending on the nature of the work, exposure to the general public, and the environment.

This policy is intended to describe guidelines on what is considered appropriate dress for the workplace. These guidelines are not intended to be all-inclusive, but rather should help set the general parameters for appropriate attire, and allow volunteers to use good judgment and common sense about items not specifically addressed.

- Personal appearance and hygiene play an important role in projecting a professional image in the community and to the families we serve.
- Our appearance should always reflect what is appropriate for our job, work setting, and personal safety.

What to Wear to Work:

Informal Business Attire – Slightly less formal than traditional business. For women, this is a skirt or dress slacks with a dressy blouse and/or sweater, or other type of top with a jacket. The intent of informal business attire is to ensure that volunteers are dressed appropriately to meet with the public at a moment’s notice.

Non-Business Casual Attire – appropriate for working in the field. Casual attire, such as jeans, polo-type shirts, or other types of collared shirt or sweater (for men) or blouse, dressy tee, or sweater and dressy capris (for women). BirthMatters logo shirts and non-promotional, non-athletic fleece wear. Footwear should be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind. Athletic shoes, tennis shoes, and hats are not permitted in office settings. Hosiery/socks are not required for women.

What Not to Wear to Work:

For Women:

Sweatpants, sweatshirts or workout attire; shorts; sheer clothing or clothing that is excessively revealing, distracting or provocative; halter or tank tops; and skirts/dresses that are excessively short; or casual sandals like flip flops.

Volunteers should always consider each day’s activities when determining what to wear. If you are hosting or attending meetings representing BirthMatters, you should refrain from wearing casual attire, unless you know that meeting attendees will also dress in business.