



Revised: 02/2015

**CLIENTS:**

The clients of Friendship Industries (the persons with disabilities who we serve) are guaranteed the right to have their identity, personal information, and information about their disability kept strictly confidential. This is both the policy of Friendship Industries and the law.

In the course of your daily activities, you may become aware of information regarding various clients' conditions or programs. Each client's identity and personal information is **confidential** and is not to be discussed with **anyone** outside of the organization. Within Friendship Industries, such information should be discussed only with staff, and even then with consideration of the client's right to confidentiality.

Violations of regulations regarding confidentiality place Friendship Industries and **you** in legal jeopardy.

**CUSTOMERS AND GENERAL OPERATIONS:**

Friendship Industries has a responsibility to its customers to prudently safeguard all information regarding its relationship with Friendship Industries. You are expressly prohibited from sharing any information about our production, mailing or rehabilitation services customers with **anyone**. Any information that is shared outside of this facility will be through the appropriate authorized staff of the organization. Violations of regulations regarding confidentiality place Friendship Industries and **you** in legal jeopardy.

**COMPUTER USAGE:**

In some instances volunteers will be performing tasks or assignments that require the use of electronic devices or media. Regardless of whether you are using your personal electronic device or a company-issued device, Friendship Industries expects you to use appropriate websites, language, and communications when performing or accessing information on behalf of our company.

**ROLE MODEL:**

Your continued involvement with Friendship Industries is contingent on your ability to conduct yourself in such a manner that our workers with disabilities will learn both work skills and social skills from you. Your positive role model can help them learn to conduct themselves appropriately at Friendship Industries and in the community. We appreciate your help in setting good examples and demonstrating what it takes to be a model worker.

You will be asked to participate in orientation and you will be asked to sign in and sign out at the volunteer desk each day and to notify the designated supervisor of any changes in your schedule.

**SAFETY VIDEO:**

You will view the safety video that covers safety practices and procedures including SDS, lockout/tagout, evacuation, blood-borne pathogens, and first aid.

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*I understand that Friendship Industries staff will provide me with training and information regarding onsite volunteer instructions and assistance. My signature below indicates my awareness and understanding of the above requirements.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_