

**THE FRIENDS FOUNDATION  
OUR DAILY BREAD™  
VOLUNTEER CODE OF ETHICS and  
STANDARDS OF CONDUCT**

**Please check each box**

- I agree to abide by the following Code of Ethics and Standards of Conduct, and the Driver Rules and Regulations, as a volunteer of **Our Daily Bread**, to the best of my ability.
- I have reviewed the following topics in my orientation:
- \* ODB Volunteer Driver Rules and Regulations
  - \* Volunteer Training Video - on The Friends Foundation Volunteer web page
  - \* Food Protocols for Our Daily Bread – on The Friends Foundation Services web page
- As a volunteer of The Friends Foundation, I acknowledge and agree to safeguard all our clients' rights to confidentiality and privacy of information. I acknowledge and agree to my individual responsibility in safeguarding all types of information I may see, hear, or write regarding clients and agree to maintain this information strictly confidential.
- I agree to **NEVER** offer medical advice to our clients, or discuss religious beliefs, political preferences or views with our clients.
- I agree to **NEVER** transport a client, solicit clients for business purposes, accept gifts, donations, payment or tips from clients, their families or friends.
- I agree to promptly report any statements, signs or symptoms that may indicate any abuse of clients to the Board President, Kathy Carriker at 512-864-4723.
- I understand the importance of notifying the **Our Daily Bread** coordinator, Beth Woodward at 512-925-8202, in advance as soon as possible, if for any reason, I cannot perform my volunteer duties.
- I agree to keep a **CURRENT** Driver's License, registration, inspection, and liability insurance coverage on my vehicle as required by the Texas Department of Public Safety.
- I acknowledge and agree that a National driving and criminal background check will be performed upon me on behalf of The Friends Foundation. Upon request, I agree to cooperate and provide my driver's license and social security number to the agency performing the background check. The background check may be repeated at any time in the future, as deemed necessary. I acknowledge that the findings in the background check could preclude any volunteer opportunities I may provide to The Friends Foundation.
- The request for and/or the results of my background check is confidential and privileged information that will be strictly maintained for the exclusive use of The Friends Foundation.
- As a volunteer I agree to immediately report to a Board member any accident, auto or otherwise, or incident involving personal injury, damage to public or private property, claim or suspicion thereof while volunteering for Our Daily Bread.
- As a volunteer, I agree to assume all risks, and do hereby release, hold harmless and forever waive any and all rights for all claims or damages I may have against The Friends Foundation and all their respective Board, officers, directors, contractors, clients, and volunteers of the organization for any and all injuries, losses, claims, damages, demands, judgments, liabilities, actions or causes of action that may be alleged by me as a result of my participation in volunteering.

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Volunteer Name Printed

Volunteer Name Signature

Date

**Thank you for volunteering. The Friends Foundation values your service to our organization and community.**

Revised: 06/2020