

CODE of ETHICS for VOLUNTEERS for HCLS

As an HCLS volunteer, I agree to uphold the absolute confidentiality of any HCLS client/volunteer information privy to the organization. I also agree to adhere to the Volunteer Code of Ethics as follows:

- To commit to my volunteer work with HCLS for a period of at least six months
- To maintain confidentiality with respect to confidential or proprietary information relating to clients, volunteers, members and staff
- To acknowledge the need for on-going training on health care law relevant to my volunteer assignment
- To know and express personal limits
- To follow HCLS volunteer guidelines and, when unsure about policies, seek advice/counsel from the HCLS officers
- To be sincere within my capacity as a volunteer and believe in the value of a job well done
- To maintain the dignity of HCLS with the public
- To respect the guidance and decisions of HCLS officers and Section Council
- To understand the function of staff, volunteers and members; maintaining a smooth working relationship with them, and stay within the boundaries of my volunteer responsibilities
- To consult with HCLS officers or Section Council when unclear on policy or action
- To give constructive feedback to improve effectiveness of the organization and its programs
- To inform the HCLS officers of any change in address, telephone number or other related volunteer information
- To provide the organization with as much notice as possible of intentions of leaving the organization or inability to complete an assignment
- To respect the diversity and uniqueness of the Individuals within HCLS
- To recognize that volunteerism is anchored in service, and service and personal interactions should not be blurred
- To recognize a conflict of interest will arise if service and personal interactions are blurred and, in such case, notify and consult with the appropriate member of the HCLS Section Council and seek a new assignment