



# Volunteer Agreement

**OUR MISSION** is to promote social and economic equity to preserve and enhance economically and culturally diverse communities through affordable homeownership, business development, and community advocacy.

## OUR VISION

HomeSight believes a community only thrives when given the opportunities and resources needed to create homeowners, build strong small businesses and root community anchors. That is why HomeSight strives to provide quality, personalized homeownership opportunities for communities around the state and takes an integrated approach to providing technical assistance and resources to communities with low access to opportunity in SE Seattle. That way, communities can build shared prosperity in their unique ways and on their own terms.

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**ATTENDANCE:** I understand that it is expected that I will show up and complete the time commitment as discussed. If I am not able to make an assignment or complete volunteer hours, I will notify my supervisor at least one week in advance when possible.

**CONFIDENTIALITY:** I am aware that as a volunteer, I may be exposed to personal information. I will respect the privacy of all HomeSight staff, volunteers and clients, and will be responsible for maintaining the confidentiality of all proprietary or privileged information to which I am exposed while serving as a volunteer, whether this information involves a staff member, volunteer, client, or other person or involves the overall business of the organization. Confidential information includes, but is not limited to, financial status, health, age and residency status of HomeSight clients. I understand that failure to maintain confidentiality in accordance with these policies and procedures may result in termination of my relationship with HomeSight or other corrective action. I agree not to disclose Confidential Information to anyone except: (1) As mandated by law; (2) to prevent a clear and immediate danger to a person or persons; (3) where I am a defendant or witness in a civil, criminal or disciplinary action arising from the contract; or (4) If there is a waiver previously obtained in writing, and only in accordance with the terms of the waiver.

**CONFLICT OF INTEREST:** To avoid any confusion between possible independent “for profit” endeavors and my volunteer services for HomeSight, in my “for profit” endeavors, I will not use, display, distribute or otherwise exploit the name or logo of HomeSight, including materials, documents, slides or any other HomeSight marketing or branding; or claim or suggest any joint venture with, other affiliation with or endorsement by HomeSight. During my volunteer assignment, and within two years after completion of my assignment, I will not solicit any HomeSight clients or staff for my “for profit” business, employment or other conflicts of interest.

**DISMISSAL AND RESIGNATION:** I recognize that I have a responsibility to adhere to HomeSight's rules and procedures . Failure to do so may cause me to be dismissed. I understand that I may resign from my volunteer role at any time and that it is preferred that I provide the Manager advanced notice of my departure and a reason if possible.

**FEES AND DONATIONS:** I understand that staff and volunteers provide services in order to support clients and their businesses, not for self-gain or to in any way exploit clients. I will not solicit for business or accept payment or compensation of any kind from HomeSight clients for any of the same services or materials that HomeSight already offers, during my volunteer assignment or within two years after completion of volunteer assignment. Volunteers will not be reimbursed for any expenses incurred while performing their volunteer services.

**NONDISPARAGEMENT:** I agree not to disparage HomeSight or its officers, directors, employees, grantors, donors, clients, affiliates or agents, in any manner likely to be harmful to them or their business, business reputation or personal reputation; provided, however, that I shall respond accurately and fully to any question, inquiry or request for information when required by legal process.

**OWNERSHIP OF PROPERTY:** I understand that HomeSight curriculum and program materials are the exclusive property of HomeSight. I agree that I will not use curriculum or program materials in my separate endeavors or attempt to duplicate the HomeSight's program elsewhere.

**PROFESSIONAL BOUNDARIES:** I agree to conduct myself professionally at all times, and set appropriate boundaries in my volunteer service, and will not enter into any relationship with clients or staff that extends beyond my volunteer position description, unless approved by the Executive Director. Inappropriate relationships include but are not limited to: romantic, personal loans, providing housing or direct investments, etc. Only meet clients in public places.

**REPRESENTATION OF VENTURES:** I understand that I am authorized to act as a representative of HomeSight's only to the extent specifically stated in my written role description. Prior to any action or statement which may significantly affect or obligate HomeSight, or any of its respective activities or programs, I will seek prior consultation and approval from appropriate staff. Actions include, but are not limited to, public statements to the press, lobbying efforts, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. I will not use HomeSight's stationary, title, reference or identify myself as an employee unless authorized.

**RESPECT AND NON-PROSELYTIZING:** I agree not to engage in any conduct during my volunteer assignment that is detrimental to the interests of HomeSight's clients, or to the organization. I will treat all individuals with dignity, respect, and worth, and make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I come into contact. I will not preach to anyone or pressure anyone to accept my political, cultural, or religious beliefs. I understand that each person develops at their own pace and my role is to listen and understand, and encourage their next steps.

I understand and agree to the Volunteer Agreement and all subsequent policies of HomeSight's volunteer program.

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Name

Signature

Date