



HOLISTIC HEALTH COMMUNITY

CODE OF CONDUCT for Administrative Volunteers

- Shall apply to all administrative volunteers involved with any aspect of the functioning, operations or committee activities of the Holistic Health Community.
- To comply with privacy regulations: Client and member confidentiality shall be maintained at all times. No client information shall be discussed in any public area. Only practitioners directly involved in any given client's care shall access client medical records.
- For legal agent reasons: No volunteer shall promote his or her expertise in the community in conjunction with his or her participation in the work of the Holistic Health Community unless the circumstances of such promotion have been approved by the Board of Directors of the Holistic Health Community.
- All volunteers shall conduct themselves in a professional and ethical manner at all times and in any aspect of the HHC operations or committee activities. All actions, verbal or written interactions and other behavior shall be such that the integrity of the HHC is maintained at all times and that such actions and behaviors do not impede the process of the HHC toward achieving its goals and mission. Concerns about operations, activities, administrative volunteers or practitioner volunteers shall not be discussed outside appropriate committee activities. Professionalism shall also be applied to the dress code for all volunteers.
- The Board of Directors of the Holistic Health Community is responsible for reviewing concerns expressed by any volunteer or client for conflict resolution and for problem solving, and shall work to maintain the confidentiality and the dignity of any individual involved. This process shall include an impartial and objective review of all aspects of the concern involved.
- No criminal behavior and no discriminatory or prejudicial behavior, actions or speech shall be tolerated at any time. Any such activity shall be cause for immediate suspension of the volunteer involved with follow-up and final recommendations to follow as appropriate.