

## CENTER FOR SIOUXLAND

### Non-Paid Employee (Volunteers, Work-Study Students, Interns, etc.) Confidentiality Agreement

MISSION STATEMENT: Provide assistance, information, and direction to help people, empower lives and build futures.

PHILOSOPHY STATEMENT:

- Center For Siouxland is a human services agency providing comprehensive services to people in need in our community and the surrounding areas.
- Center For Siouxland was founded on the belief that individuals requesting human services should be informed about the availability of services and assisted in obtaining the help they need.
- Center For Siouxland believes assistance provided to clients must be based on an acceptance of the dignity and intrinsic value of the individual. Assistance embodies services of empathetic listening, cooperative planning and creative actions in a mutually responsive relationship geared to meet individual needs.
- Center For Siouxland believes that services should be provided that meet basic human needs for all people with particular focus on an acceptable quality of life for elderly, low-income, minority and/or disabled populations.
- Center For Siouxland believes a balanced human service system which meets area needs, can and should be provided through identification of service needs, elimination of duplicative services, sharing of resources, common planning and increased utilization of volunteers.

GUIDING PRINCIPLES: In this organization, we believe:

- In assisting families and individuals to help themselves to identify and meet their needs and to build on their strength.
- In treating all individuals with equal respect, dignity and confidentiality.
- That teamwork is essential.
- We grow through continuing education, both formal and informal for families, communities and ourselves.

CONFIDENTIAL INFORMATION:

Because of the nature of the work that you do, you may have access to information of a confidential nature. This information should not be discussed with anyone except authorized personnel. If any situation arises about which you have a question, see your supervisor immediately. Refer to the agency manual located in the HR office for detailed information and forms concerning HIPPA regulations. Center For Siouxland volunteers are prohibited from giving out information on any other volunteer, staff member, or client of Center For Siouxland.

CONFLICT OF INTEREST:

Volunteers of Center For Siouxland must avoid any conflict between their own respective individual interests and the interests of Center For Siouxland, in any and all actions taken by them on behalf of the agency.

I agree to follow these policies and procedures.

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(Signature)

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(Supervisor)  
Initials

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(Date)