

## Agreement

### *Confidentiality Agreement*

As an employee/volunteer of Aurat Health Services, I will respect and maintain the confidentiality of information gained in the performance of my responsibilities, including, but not limited to, all computer software and files, all business documents and printouts, and all volunteer, employee, membership, donor and supporter records.

I also pledge to respect and maintain the confidentiality of individual personal information about persons who are clients, employees or volunteers of Aurat Health Services such as those in support groups, meetings or in service programs. At all times I will respect the privacy of clients and residents, their families, and other employees and volunteers.

I will ensure that private and confidential information is not inappropriately accessed, used or disclosed either directly by me, or by virtue of my password to systems. I will only access information on a “need to know” basis for the proper performance of my job.

I understand that violations to privacy and confidentiality include but are not limited to:

- Accessing personal information that I do not require for work purposes
- Misusing or disclosing personal information without proper authorization
- Altering personal information of residents and clients or other employees or volunteers
- Disclosing to another person my user name and password to enable unauthorized access to personal information

I will only access, use and transmit private and confidential information using organization-authorized hardware, software or other equipment, as required by the duties of my position.

I agree to abide by the confidentiality rules stated above and are a condition of my employment or volunteer work. I understand that a violation of this agreement may be grounds for termination as a volunteer or in the case of an employee, may call for immediate dismissal for just cause without notice or pay in lieu of notice.

### *Membership Agreement*

I understand that with signing this agreement I am considered a supporter of Aurat Health Services in good standing. I also understand that there is no charge for membership as a supporter of Aurat Health Services and the organizations efforts to support the South Asian community.

### *Health & Safety Agreement*

Aurat Health Services is committed to protecting its volunteers & staff from accidental injury and occupational disease, and all Aurat Health Services facilities and equipment from loss. In fulfilling this commitment, Aurat Health Services makes every effort to promote and provide a safe a healthy work

environment and to promote attitudes that reduce or eliminate foreseeable hazards which may result in personal injuries/ illnesses, fires, security losses and damage to the environment or property. Volunteers & staff are responsible to report any concerns to their immediate supervisor or designate and are expected to work in compliance with established safe work practices and procedures.

*Performance Agreement*

Volunteers & staff with Aurat Health Services are expected to: perform assigned tasks to the best of their ability; be punctual and conscientious in the fulfillment of their duties; agree to take any critical feedback or suggestions to their direct supervisor in a timely manner; accept supervision and evaluation of volunteer responsibilities; pledge to treat all clients, customers, volunteers, and staff equally.

Volunteers & staff will not discriminate on grounds of race, ancestry, place of origin, religion, color, ethnic origin, creed, sex, sexual orientation, age, marital status, mental or physical challenges.

I understand and agree to abide by the conditions outlined in this agreement which will remain in force even if I cease to have an association with Aurat Health Services.

I, \_\_\_\_\_, have read and understand the terms listed in the Agreement and agree that I will follow these terms at all times while volunteering with Aurat Health Services.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_