



PTF STANDARDS OF BUSINESS AND CONDUCT

Statement of Purpose: PTF is a Human Services homeless prevention agency with an emergency food bank and limited financial assistance for families in crisis.

PTF Volunteer Guidelines:

Volunteers will:

- Conduct themselves in a professional manner at all times
- Refrain from discussions involving political, religious or life choice issues at PTF
- Adhere to a dress code
- Respect the confidentiality of PTF clients at all times
- Use respectful and pleasant language at all times
- Refrain from rowdy behaviors either in speech or actions
- Follow all rules and conditions of PTF, e.g. the Non-Discrimination Policy
- Assist in the maintenance and cleaning of PTF property as required
- Treat Town and PTF property with respect and care
- Refrain from offering any PTF goods to others without the permission and approval of the Co-Chairs and/or to approved agencies (see below)
- Not accept perks or gifts from vendors or donors
- Not solicit personal gifts, perks, discounts or special deals from vendors/donors because of their association with PTF
- Refrain from any activity that could appear to be a conflict of interest real or perceived