

people who serve them. Regardless of your position, the more goodwill you promote, the more our clients will respect and appreciate all that is done by Navajo County Drug Project, its staff and volunteers.

Smoking policy:

As an organization promoting healthy choices, smoking is not permitted at any function or on any property sponsored or utilized by Navajo County Drug Project. Other rules regarding smoking may apply, if you have any questions, ask your supervisor.

Misappropriation of supplies:

All supplies are considered property of Navajo County Drug Project. Removal of supplies would be considered theft and will be subject to prosecution.

Workplace safety:

Safety is important to us. Volunteers should conduct themselves in a way that promotes their safety and the safety of co-workers and clients. Volunteers should never put themselves or others in a situation that makes them uncomfortable or fearful. If you encounter a situation where you feel uncomfortable, please notify a staff member immediately

Volunteer injury:

All personal injuries no matter how minor that occur while volunteering for Navajo County Drug Project should immediately be reported to a staff member. Volunteers are not covered under the organizations insurance or workman's compensation for injury to themselves. A waiver will be provided for you to sign specifically acknowledging this portion of the policy. If you are under the age of 18 a parent consent form must also be signed prior to volunteer services.

Volunteer feedback:

The Navajo County Drug Project encourages volunteers to make suggestions, voice concerns and present ideas about how the agency fulfills its mission to the community. We are always in search of new ideas. If you have any ideas to share, please speak with any of our staff.

Signature of Volunteer

Date

Printed Name of Volunteer

Signature of Navajo County Drug Project

Date

Printed Name of Navajo County Drug Project