

Policy for Dismissal of a Volunteer/Guest from Equi-Ed Activities

All staff, personnel, volunteers and guests involved in any EQUI-ED activity are expected to:

Act in a professional manner

Be respectful and courteous towards clients, staff, volunteers and the general public.

Follow confidentiality policy.

Dress Appropriately.

Not use obscene or vulgar language.

Follow established safety procedures.

Take direction from supervising personnel.

Complete tasks assigned in a timely and efficient manner and to the satisfaction of the supervisor.

Make a commitment to agreed upon schedule.

Be punctual.

Give sufficient notification of cancellation, in general 24 hours notice.

Not use alcohol or drugs, and be aware that if staff feel that someone is under the influence, they will be asked to leave immediately and not return.

Adhere to No Smoking Policy.

Use appropriate interactions with riders, staff, volunteers, etc. at all times including, but not limited to the following:

Touch

Not being alone with students

Content of conversations

EQUI-ED staff reserves the right to dismiss any person at any time from EQUI-ED activities.

I have read and reviewed the above guidelines. _____ (sig.) _____ (date)
