

## ETHICAL AND LEGAL GUIDELINES

1. *Maintain trust and confidentiality.* Do not speak about your care receiver's issues to others except to your Volunteer Coordinator.
2. *Accept a confidence carefully and honestly.* Tell your care receiver, before hearing confidential information, that you may have to tell your Volunteer Coordinator if it involves danger to themselves or others.
3. *Maintain an open mind.* Be accepting of others.
4. *Do not offer either medical or legal advice.*
5. *Do not offer opinions in family matters.*
6. *Do not cash checks and /or sign any legal papers with or for your care receiver.*
7. *Do not accept money or any gift of value.* This may be misinterpreted by others in the family or community. Suggest a donation to The CareGivers, Inc. if the person or family wishes to show support and appreciation.
8. *It could possibly happen that you are accused of doing something that you did not do.* This can sometimes occur when working with the elderly and chronically disabled. If this problem should arise, report it immediately to your Volunteer Coordinator; they are there to assist you.
9. *Report any suspicions of abuse.* If you suspect any abuse – physical, emotional, sexual or financial – **YOU MUST** report it immediately to your Volunteer Coordinator.