**Policy and Confidentiality Statements**

~ Information about past or present Christ Kitchen clients, constituents or Christ Kitchen’s business activities is not to be disclosed to anyone outside of Christ Kitchen. Christ Kitchen’s client names and cased are to remain confidential and are not to be disclosed to anyone outside of Christ Kitchen employees (including other clients) or to be discussed at constituents or business activities is not to be discussed with or released to the press or any other noews media unless authorized by Christ Kitchen’s chief executive officer. Photographs of clients are not to be displayed or made public.

~Addresses and telephone numbers of clients or staff members are not to be disclosed to anyone outside of Christ Kitchen unless authorized by Christ Kitchen’s chief executive officer. In addition, underage visitors (17 and under) are not to be allowed in Christ Kitchen facilities or with Christ Kitchen clients unless prior supervisory approval has been obtained.

~Christ Kitchen requires any volunteer who has knowledge of, or observes any use of drugs or alcohol by anyone during his/her volunteer shift to report the know or suspected instance to a staff member immediately.

~I understand that Christ Kitchen accepts no responsibility for any personal items brought by me to any Christ Kitchen site or event.

**I understand Christ Kitchen requirements regarding confidentiality and my responsibility to maintain confidentiality in my role as a volunteer. Furthermore, I understand that this is a 100% drug and alcohol free environment and I will comply personally with this. I also agree to not engage in conversations about any substance or topic that could cause a lapse or trip in someone’s sobriety.**

**By virtue of my association with Christ Kitchen, I am mandated to comply with the drug and alcohol reporting requirements as stated above.**

**I hereby acknowledge that I will comply with Christ Kitchen’s policies during and after my volunteerism with Christ Kitchen.**

**Signature Date**