



Anchor Families
Code of Conduct and Training Completion Log

I. Code of Conduct

Integrity and Anticorruption

Anchor Families (AF) is not to:

- Receive/give items of greater than nominal value to/from Seekers
- Loan/borrow/give money to Seekers
- House Seekers, even if housing need is urgent

Conflicts of Interest

AF and Seeker gifts are to be of nominal value: cards, books, food treats, etc

If a significant Seeker physical need is identified, assist to seek resources that can help meet the need. Do not take it on yourself to fulfill it.

Volunteer and Client Information

Maintaining records and information

AF applications/background checks will be stored securely

Privacy

AF is not to take photos of Seekers or share of information on social media

AF is not to pressure Seekers to share any part of their story - always let them lead the conversation about such matters

AF is to respect Seeker's privacy

Confidentiality

AF is to report suspected/observed acts of abuse/neglect to AF Ministries Group for reporting to authorities/advice

Volunteer Practices

AF is expected to:

- Be dependable
- Make promises sparingly
- Give out personal information with much discretion
- Set healthy boundaries

- Select safe meeting places: church and other public settings

AF is Not to:

- Tolerate harassment or endangerment from Seekers
- Use illegal drugs
- Consume alcohol in front of/with Seekers, even if to celebrate success
- Participate in romantic relationships with Seekers

Environmental Issues

Personal safety is a priority - refer to training manual for details

Ethics and Compliance Resources

AF Ministries Group will provide avenue for conflict resolution

AF Ministries Group will provide support if questions or concerns arise

Print Name: _____ **Phone Number:** _____

Email: _____

Signature: _____ **Date:** _____

II. Training Completion Log

I completed live training in the Fall of 2018

Signature _____ **Date:** _____

Or

I completed the on-line training on dates as listed below:

Video Recordings	Date Completed	Signature
Session 1		
Session 2		
Session 3		
Session 4		

Please return the form to Anchor Families c/o ABC Life Choices, 501 Frontage Road, Kenai, AK 99611, email to anchor.family1st@gmail.com or fax to 907-283-9064