**General Rules and Expectations**

1. GNSH administration will assign duties to any volunteer or intern as needed.
2. Everyone is expected to sign-in and sign-out at all times when arriving and leaving the center.
3. Appropriate attire must be worn at all times. This includes: closed-toe shoes or tennis shoes, full-length pants, and shirts with sleeves. Clothing not permitted includes but is not limited to: flip-flops, sandals, shorts, leggings, warmers, mini-skirts, tank tops, or sleeve-less shirts. GNSH reserves the right to send you home to change if need be.
4. Always be polite and courteous to others, including individuals served.
5. It is recommended to leave personal belongings (e.g., cell phones, purses, or other valuables) in your locked vehicle or at home. GNSH is not responsible for any lost or stolen items.
6. Immediately inform a member of GNSH administration of any emergencies.
7. It is your responsibility to inform GNSH administration of any injuries or health conditions that may impede your work performance.
8. Leave your work areas as clean as possible before you leave for the day.
9. You are expected to have the ability of lifting items that total to 15 lbs. or less.
10. It is strictly prohibited to accept donations, gifts, or money from the public.

­­Initials: ­­­­\_\_\_ ­­­­­­­­­­