

## Hospitals and Institutions Code of Conduct

This Code of Conduct form is to be read and signed by all active H & I volunteers. It does not have to be signed by one-time visitors or speakers at the different H & I meetings. But we do suggest that all volunteers attending H & I meetings, even on a one-time basis, be informed of the appropriate behaviors explained in this Code of Conduct.

This Code of Conduct does not supercede or supplant any individual facility requirements or rules, including any mandatory trainings or orientations.

1. All H & I Volunteers are required to have at least 6 months of continuous sobriety or as required by the Facility.
2. In keeping with our Primary Purpose, all participants in H & I meetings must identify themselves as Alcoholics.
3. All participants in H & I service meetings must be active members of Alcoholics Anonymous (IE – They must attend AA meetings on a regular basis)
4. As an H & I Volunteer, we are expected to keep the commitments we make. Meaning, we attend the meetings we are scheduled for with regularity. Please give adequate advance notification to the appropriate facility AA Coordinator if you can't make a meeting.
5. Please share appropriately at all H & I service meetings:
  - A) Try not to preach – Tell them how YOU did it, not how THEY need to do it.
  - B) Do not diagnose them as alcoholics – We are not there to tell anyone who is or isn't an alcoholic.
  - C) Try to temper any profane or vulgar language.
  - D) Avoid prolonged drunk-a-logs and be aware of the length of your talk – Try not to encroach on another person's sharing time.
  - E) Do not over-stress any religious affiliation you may have – Make sure you do not imply that AA teaches any specific religious theology.
6. In keeping with the 10<sup>th</sup> Tradition, we do not express any negative opinions regarding the facility, its staff or rules, other 12 Step fellowships, other AA meetings, other AA members, etc...
7. Please be respectful and courteous to all clients and staff members of a facility:
  - A) Try not to challenge any staff member's authority.
  - B) Avoid being judgmental about a client's past or present behaviors.
  - C) Do not pressure a client in attending AA meetings.
  - D) Avoid participating in any behaviors that could be viewed as a poor reflection upon Alcoholics Anonymous.
  - E) Remember, Attraction rather than Promotion – We are trying to be positive examples of Alcoholics Anonymous.

8. Please do not conduct any Non-AA business with or make any promises to a client of a facility you are involved with (IE – Carrying messages/letters, personal phone calls, loaning money, being a taxi service, offering jobs, setting up recovery houses, etc...).
9. We must maintain the confidentiality of ALL the clients within the facilities we are dealing with (Not just the clients attending the AA meetings, but everyone within the facility).
10. Be aware of and comply with all facility policies regarding contact with clients outside the institution before or after their release. We strongly suggest refraining from any personal contact with clients of the opposite sex outside the facility (Women twelve step Women – Men twelve step Men).
11. Please dress appropriately for the H & I service meetings you are attending and check to see if there is a dress code requirement established by the facility.
12. Be familiar with and comply with any and all facility rules (IE – Contraband, dress, behavior, etc..., Individual facilities may vary).

If an H & I volunteer does not follow these basic guidelines of conduct, the secretary or coordinator will first point out the problem. If the problem persists, the volunteer may be asked not to attend future meetings at that facility until the volunteer's participation is decided upon at the next scheduled monthly H & I Committee Meeting. The volunteer in question is encouraged to attend this meeting to present their side of the issue at hand. If, at any time, the facility's staff requests the dismissal of any H & I volunteer, the volunteer may not participate in future meetings at that facility until readmitted by the facility itself.

I, \_\_\_\_\_, have read the H & I Code of Conduct and agree to follow its guidelines to the best of my ability.

Printed Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Home Group: \_\_\_\_\_ Sobriety Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Facility or Facilities that you Volunteer for: \_\_\_\_\_