



Volunteer Orientation Sheet

Confidentiality/Non-Disclosure Agreement

As an individual volunteering to work at the college, I acknowledge and agree that I may be given access to certain confidential information and trade secrets including, but not limited to: student/faculty/staff information, supplier information, potential prospect information, training methods, pricing information, software, hardware, financial information and other confidential data. I also acknowledge that disclosure of such information will cause irreparable harm to CCM. I specifically agree that all such confidential information is property of the County College of Morris, and I will not disclose such trade information to any third party during or following my employment with CCM.

Parking

Volunteers may park in Employee Parking Lots #8 and #5 with the proper temporary parking permit. Parking permits can be obtained from the Public Safety department. Vehicles not displaying proper authorization to park at the college may be ticketed/towed.

Appropriate Attire

As a representative of the college, volunteers are expected to wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to employees or students is unacceptable.

Smoking Policy

County College of Morris is a smoke-free institution. This applies to the use of any form of tobacco products, including, but not limited to cigarettes, cigars, chewing tobacco, or electronic cigarettes. As such, smoking is NOT permitted anywhere on-campus except inside individuals' personal automobiles. Anyone who is observed to be in violation of this policy will be subjected to the appropriate disciplinary sanctions, regardless of whether they are students, employees, visitors or volunteers.

Volunteer Name

Volunteer Signature

Date