

YOUR LOGO

VOLUNTEER POLICY

(Nonprofit name) recognizes the value of volunteers to our organization to build our capacity, support paid staff and increase the effectiveness of mission delivery. Every volunteer's time, talents and efforts are valuable and are to be appreciated, respected, and recognized.

Definition

(Nonprofit name) adopts the definition of "Volunteer" contained in the federal Volunteer Protection Act, as Follows:

"The term volunteer means an individual performing services for a nonprofit organization or a governmental entity who does not receive –

(A) Compensation (other than reasonable reimbursement or allowance for expenses actually incurred).

or

(B) Any other thing of value in lieu of compensation, in excess of \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer."

The Federal Labor Standards Act provides that employees may volunteer hours of service to their employer without promise, expectation, or receipt of compensation for services rendered, provided such services are not the same type of services for which the individual is employed to perform. Employees shall not be required or expected to volunteer.

Age

A parent or guardian's signature is required for individual volunteers under the age of ____.

Non-discrimination

(Nonprofit name) encourages selection of volunteers from all social and economic groups within the community without regard to race, creed, color, national origin, sex, age, marital status, sexual orientation, religion, political affiliation, or physical/mental disability.

Non-harassment

(Nonprofit name) is committed to maintaining a work environment free of unlawful harassment. (Nonprofit name) prohibits harassment based on sex (including sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and harassment based on race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected under federal or state law or local ordinance or regulation. All such harassment is unlawful. (Nonprofit name) policy applies to all persons involved in the operation and prohibits unlawful harassment by any volunteer/employee of (Nonprofit name) including supervisors and co-workers.

Policy Against Sexual Harassment

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with a volunteer's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Threatening, directly or indirectly, to retaliate against a volunteer, if the volunteer refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive physical contact or touching another volunteer in a way that is unwelcome;
- Displaying, storing, or transmitting pornographic or sexually oriented materials using (Nonprofit name) equipment or facilities;
- Engaging in indecent exposure; or
- Making sexual or romantic advances toward a volunteer and persisting despite the volunteer's rejection of the advances.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Volunteers are prohibited from harassing other volunteers whether the incidents of harassment occur on (Nonprofit name's) premises and whether or not the incidents occur during working hours.

Volunteer rights

Each volunteer has the right

1. To an assignment with consideration given to their preference, education, employment background and skill.
2. To training appropriate for the assignment
3. To continuing guidance and direction
4. Other rights as set out in the Volunteer Handbook

Volunteer responsibilities and conduct

Each volunteer is required to

1. Read the Volunteer Handbook and to know and understand (Nonprofit name's) vision and mission.
2. Exercise dependability in providing notice if unable to attend their assigned duty at the assigned time.
3. Act in a professional manner toward clients and donors at all times.
4. Avoid conflicts of interest and do not moonlight or provide private consultation services for our clients during your tenure at (Nonprofit name).

Each volunteer is expected to comply with all laws and will be immediately terminated if they violate a law or attend their assignment under the influence of drugs or alcohol. Volunteers may also be terminated if they fail to follow a supervisor's reasonable request to carry out a reasonable job assignment.

Confidentiality

Client, certain service provider and all donor information is confidential. No client or donor information or proprietary information will be shared outside of (Nonprofit name). Volunteers are not to discuss clients, other volunteers, donors or other service providers by name or any other characteristic by which a client, volunteer, donor, or service provider could be identified, with anyone.

Volunteers are also expected not to disclose any confidential nonprofit or employee/volunteer information obtained in the normal course of their duties regarding the operations of (Nonprofit name) or its staff members. Such confidential information includes, but is not limited to compensation information, medical information, financial information, and/or legal documents.

Volunteers are not to bring any additional friends or family with them while they volunteer in a regular weekly shift for confidentiality reasons. All friends and family must first go through the normal application screening process and attend the volunteer orientation before they can volunteer in a weekly shift.

All volunteers will be asked to sign a Confidentiality Agreement. Even after the volunteer services ends, all volunteers must maintain confidentiality of this information. Any such breach of confidentiality may terminate the volunteer experience and may be a violation of the law. All volunteers must sign a Confidentiality Agreement.

Background checks

If an individual volunteer will be working directly with a client/resident/member/youth, background checks will be completed and may include any child and adult abuse registries, law enforcement, Department of Motor Vehicles, and personal references.

Safety

(Nonprofit name) and the volunteer share responsibility for safety. (Nonprofit name) will attempt at all times to ensure a safe work environment and to comply with federal, state, and local safety regulations. Our volunteers are expected to obey safety rules and to exercise caution in all of their work activities. Volunteers must report any unsafe conditions to their supervisors immediately. Any accident, which results in injury, regardless of how insignificant, must be reported promptly to supervisors.

Record Keeping

Files will be kept on each volunteer or group of volunteers and will contain the following information:

1. Application
2. Relevant Release of Information documents to obtain background checks, when applicable
3. Photo copy of driver's license / Auto Insurance declarations page
4. Signed Agreements to follow all policies and any other relevant agreements

Tracking of Volunteer Hours

Tracking of volunteer hours is important for several reasons, such as public relations, grant proposals, evaluation of the volunteer program and volunteer performance evaluations. Each volunteer should maintain a record of his/her hours and this will be kept in their individual files.

Add the following if relevant to your nonprofit:

DRESS CODE

CELL PHONE USAGE

INTERNET USAGE

COMPUTER USAGE

ONLINE POSTINGS ON SOCIAL MEDIA BY VOLUNTEERS

Liability and risk management

A volunteer or intern as provided in the Congressional Volunteer Protection Act of 1997, while performing within the scope of his/her responsibilities for (Nonprofit name), may not be liable for injuries or harm resulting from his/her conduct unless the conduct is willful, criminal, reckless, or resulting from a conscious or flagrant indifference to the rights or safety of others.

If the harm caused by the volunteer was caused while the volunteer was operating his/her personal motor vehicle while volunteering for (Nonprofit name), the Volunteer Protection Act does not apply and expenses are first covered by the volunteer's personal auto insurance.

Determine whether your nonprofit's insurance coverage includes hired and non-owned vehicles. May need to add appropriate language to this policy depending on coverage or non-coverage. An example could be: "The (Nonprofit Name) "hired and non-owned" vehicle coverage does not include volunteers so volunteers will not be asked to drive on behalf of (Nonprofit name)." If insurance for volunteers is included, just say that in this Volunteer policy.

Determine whether your nonprofit's worker's compensation insurance includes volunteers. Rare but if not, may need to add appropriate language to this policy depending on coverage or non-coverage. For instance: (Nonprofit name) worker's compensation insurance does not cover volunteers. Therefore, volunteers will be asked to sign a waiver (ask your nonprofit lawyer to fill in the rest and create a waiver.)

Determine whether your general liability insurance coverage includes volunteers. May need to add appropriate language to this policy depending on coverage or non-coverage. Strongly suggest adding volunteers to your general liability policy if not already included. This protects you if the volunteer causes injury to a client and the client sues (Nonprofit name). If no insurance coverage, make sure to get a waiver.

Requirements for volunteers driving a vehicle in the course of performing volunteer duties

1. Must be 19 years of age or older.
2. Must have a valid driver's license and a good driving record. (Note: The assessment of ### or more points in the preceding 24 months on a driving record is the indicator for an in-depth review of circumstances.)

3. If the volunteer is driving his/her own vehicle, s/he must provide proof of minimum automobile insurance coverage required by the State of Texas
4. Must be willing to document destination and date and time traveled.
5. Immediately report any accident to supervisor.
6. Read and Sign (Nonprofit name) Driver Policy

Evaluations

There will be ongoing evaluation of the effectiveness of volunteers to ensure that volunteer services are being delivered consistent with Volunteer Program expectations, safety considerations, and the needs of the individuals serviced. Volunteers should also have the opportunity to evaluate the placement.