

## Volunteer Policy & Liability Release Form (2016)

### Policies & Procedures

- **General Safety:** Cell phones, headphones, iPods, or other personal audio devices are not allowed on the warehouse floor. Volunteers must refrain from horseplay on company premises.
- **Clothing:** FBR is a warehouse environment. Dress must be appropriate and comfortable for physical activity. Weather appropriate, closed toe shoes (sneakers, work boots) and clothing appropriate for a warehouse workplace setting are required. No clothing that is overly revealing or suggestive is permitted. Shirts/tops must have a strap over each shoulder and the bottom of shirts/tops must meet or be longer than the top of the pants so that the midriff is not exposed. No halters, tubes or single shoulder strap shirts are allowed. No undergarments may be visible when in normal posture (sitting or standing). Clothing that has a derogatory message or that promotes, suggests, or depicts violence is prohibited.
- **Alcohol & Drugs:** FBR is committed to a safe, healthy and productive environment. Volunteers are prohibited from possessing, using, being under the influence or selling drugs and alcohol that can alter judgment, as determined in the sole discretion of FBR. The possession, use, consumption and/or sale of such substances, including marijuana for either recreational or medicinal purposes, while volunteering for FBR will not be tolerated.
- **Ethics:** Dishonesty and theft are not tolerated. Donated food on the warehouse floor or back areas is designated for agencies and NOT available for consumption. This includes "free" product.
- **Anti-Violence:** FBR strives to maintain a safe work environment free from intimidation, threats, or violent acts. Volunteers must not engage in intimidation, bullying, threats or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, use of weapons, carrying weapons (regardless of whether or not the person is licensed to carry the weapon) onto FBR property, or any other act, which in the company's opinion, is inappropriate to the organization. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.
- **Smoking:** Smoking is prohibited within all areas of the building and within 15 feet of the main entrance into the building. Everyone may only smoke in designated outdoor areas (outside by dock door 1).
- **Confidentiality:** Volunteers may at times have access to confidential information of the company and our clients. Confidential information includes, but is not limited to, information concerning donors, clients, volunteers, employees, and similar subjects. You may not disclose any sensitive, proprietary, confidential information, unless otherwise required by law.
- **At-Will Relationship:** A volunteer's status may be terminated at any time by the volunteer, or by Food Bank of the Rockies for any reason, with or without cause.
- **Training:** We are committed to warehouse sanitation and food safety, and all volunteers will receive appropriate training for their areas in this regard. Certain volunteer activities require additional training, and volunteers are not to undertake such activities without being properly trained, e.g. compactors, floor scrubbers, deliveries, etc.

- Auto Insurance: Volunteers are not to operate personal vehicles for volunteer activities unless they have the minimum amount of liability insurance required by law.
- Background Check: FBR checks all volunteers against the Dru Sjodin National Sex Offender Public website and will determine eligibility based on the results.
- This list is not all-inclusive, and volunteers are expected to comply with FBR policies as instructed by FBR personnel and as may be modified from time to time.

I HAVE READ AND AGREE TO COMPLY WITH THE POLICES DESCRIBED ABOVE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

Name (printed): \_\_\_\_\_