

Volunteer Agreement

I agree to:

- commit to a period of time of volunteer service
- accept guidance and feedback
- participate in orientation or training as required
- maintain the respect of Peninsula Volunteers, Inc., our staff, participants, and other volunteers
- respect the confidentiality and privacy of other volunteers, staff, guests and members at Peninsula Volunteers, Inc.
- participate in record keeping of hours that I volunteer
- maintain the dignity and integrity of Peninsula Volunteers Inc. programs and facilities
- provide adequate notice of approaching absences or termination so that a replacement may be obtained in a timely manner
- abide by all other policies and procedures

Peninsula Volunteers, Inc. agrees to:

- provide useful and appropriate assignments to each volunteer
- provide adequate orientation and training prior to expected duties
- respect the confidentiality and privacy of every volunteer
- keep accurate records of hours and assignments of volunteers
- educate volunteers in safety and good health practices during hours working at Peninsula Volunteers, Inc.
- provide references of work history (hours, duties, attendance) as requested and within the parameters of the employment laws of the State of California

Code of Conduct

The following actions are prohibited for reasons of safety and welfare of all Peninsula Volunteers, Inc. volunteers, staff, members, and the public:

- No possession, use, sale, purchase and/or distribution of illegal substances of working while under the influence of such drugs, including alcohol
- No smoking on the premises of Little House, Rosener House and/or in the Meals on Wheels vehicles
- No harassment of volunteers, staff members or members of the public, including harassment based on sex (including sexual harassment), race, color, national origins, ancestry, citizenship, religion, age, physical or mental disability, medical condition, pregnancy, sexual orientation (including sexual identity), veteran status, marital status, or any other condition or characteristic protected by law; such offenses must be reported immediately to any staff director or manager at Peninsula Volunteers, Inc.



**Peninsula
Volunteers, Inc.**

- No profanity or objectionable language within the confines of the facilities
- No offensive or objectionable printing on clothing or caps
- Clothing must be neat and without tears or obvious stains, and not be revealing or inappropriate for a place of business

Please notify your supervisor of any dates you will be away for holiday or vacation or other absences, at your earliest convenience.

Report all injuries or illnesses to your supervisor, if appropriate, or report to the Volunteer Lead, Director of the facility, or the Executive Director immediately.

In the event of an emergency:

- Call 911 and report the emergency
- Send someone to contact your supervisor, the Volunteer Lead, or the Executive Director immediately
- Do not leave the injured person alone – call for help if necessary
- Assist in escorting emergency personnel to the accident victim, or designate another person to do so
- Initiate CPR if appropriate and continue until someone comes to relieve you

Please report unsafe conditions to a staff member immediately.

If any of the above codes of conduct are not met, counseling may occur with personnel of Peninsula Volunteers, Inc., and reprimand, warning or termination may occur.

Volunteer Lead: Chris Berry (650) 326-0665 ext. 5002 or cberry@peninsulavolunteers.org

Acknowledgement of Volunteer Agreement and Code of Conduct

I have read and understand all the items in this orientation and agree to abide by the **Code of Conduct** and **Volunteer Agreement**.

Print Name

Volunteer Signature

Date

PARENT OR GUARDIAN OF A MINOR under age 18:

Print Name

Parent/Guardian Signature

Date

Indemnification Agreement and Waiver of Claims for Volunteers

1. I am at least 18 years of age or if under 18 years old, a parent/guardian must also sign the release form and have volunteered to assist with programs offered by Peninsula Volunteers, Inc. (PVI). I understand that because I am a volunteer, I will not (a) be paid for my services, or (b) be covered by any medical or other insurance coverage provided by PVI, including Workers' Compensation coverage.
2. Knowing, understanding and fully appreciating that there may be certain risks associated with such activities, I hereby elect to voluntarily participate in such activities, and I voluntarily assume full responsibility for any risks of loss, property damage or personal injury that may be sustained by me, or any loss or damage to property owned by me, as a result of my being engaged in such activity, whether caused by the negligence of Releasees (as defined in paragraph 3 below) or otherwise.
3. I further hereby agree to release, discharge, indemnify and hold harmless PVI and any organizations or entities affiliated with or related to PVI, as well as PVI's current and former employees, directors, officers, contractors, consultants, donors, volunteers, representatives, and attorneys, and each of them (hereafter "the Releasees") from any losses, liabilities, damages or costs, including court costs and attorneys' fees, that they may incur due to my participation in said activities, whether caused by negligence of the Releasees or otherwise.
4. It is my express intent that this Indemnification Agreement and Wavier of Claims ("Agreement") shall bind the members of my family, including my spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be a release, waiver, discharge and covenant not to sue the above-named Releasees. I further agree that this Agreement shall be construed and enforced in accordance with the laws of the State of California.
5. I understand that PVI has no duty to provide any extraordinary safety measures relating to my volunteer activities, and that I must use reason and judgment in my undertakings hereunder.
6. I hereby authorize the unrestricted use by PVI and/or all person(s) authorized by them of any photographs, recordings, interviews, videotapes, motion pictures, or similar visual recording which may have been taken of me for any purpose whatsoever without any compensation to me.



Confidential Information Policy

Peninsula Volunteers, Inc. product designs, production processes, corporate policies, procedures and manuals, personnel records, volunteer, participant or client records, customer and donor lists and information and business and financial records are the property of Peninsula Volunteers, Inc. and are its assets. It is critical that information is kept confidential for Peninsula Volunteers, Inc. use only.

Employees and volunteers are not permitted to disclose confidential Peninsula Volunteers, Inc. or customer information to people outside of Peninsula Volunteers, Inc. or to other employees or volunteers of Peninsula Volunteers Inc. who do not have a legitimate need to know such information, without prior approval from the CEO/Executive Director. Failure to follow this policy may result in your immediate termination and legal action against you may be taken.

Acknowledgement of Indemnification Agreement and Confidential Information Policy

I have carefully read the Indemnification Agreement and Confidential Information Policy and fully understand its contents. I agree to abide by the confidentiality policy as stated above. I am aware that this is a release of liability, a waiver of claims, and agreement not to sue, an indemnity, and a contract between myself and PVI and for the benefit of others described herein, and I sign it at my own free will.

Print Name

Volunteer Signature

Date

PARENT OR GUARDIAN OF A MINOR under age 18:

Print Name

Parent/Guardian Signature

Date