



Food Bank of the Rockies Volunteer Policies/Procedures

By signing at the end of this form, I verify that I have read the policies and information below. I understand these policies and will comply with them.

Injury Procedures: In the event of an accident, report the injury to your immediate supervisor or management personnel. Report all injuries—including minor injuries such as bruises and scrapes. Fill out and sign an incident report provided by your supervisor.

Drug Free Workplace Policy: Food Bank of the Rockies prohibits the manufacture, possession, sale or use of any controlled substance while on Food Bank premises, while working or when representing the Food Bank, unless prescribed by a personal physician. Any volunteer who is under the influence of drugs or alcohol will be dismissed.

Anti-Theft Policy: Food Bank of the Rockies has zero tolerance for theft. If a volunteer is found stealing, they will be dismissed immediately. Theft is consuming or possessing our inventory that is meant for those in need unless directly given the items by Food Bank staff, or being in the possession of property of the Food Bank, its employees or other volunteers.

Anti-Violence statement: The Food Bank does not tolerate any intimidation, threats or violent acts. This includes, but is not limited to, threatening or hostile behaviors, physical abuse, vandalism, arson, or sabotage. Anyone threatening another's safety will be dismissed. Anyone feeling threatened should immediately report the incident to their area supervisor and/or the Volunteer Coordinator.

Smoking Policy: Persons 18 and older may smoke on Food Bank property in the designated areas only. Persons under 18 may not smoke on Food Bank property, nor leave the property to smoke

Confidentiality: Food Bank of the Rockies volunteers are required to keep all information they acquire at the Food Bank confidential.

No Employee Benefits: Food Bank volunteers are not considered employees for any purpose, and no type of workman's compensation, healthcare or employee benefits shall be provided. In the case of an on-job accident, the Food Bank may choose to provide medical coverage only for those costs not covered by a volunteer's personal medical coverage.

At-Will Relationship: A volunteer's status may be terminated at anytime by the volunteer, or by Food Bank of the Rockies for any reason, with or without cause.

Training: Certain volunteer activities require special training and volunteers are not to undertake such activities without being properly trained.

Auto Insurance: Volunteers are not to operate personal vehicles for volunteer activities unless they have the minimum amount of liability insurance required by law.

Assumption of Risk: Some Food Bank of the Rockies volunteer activities are potentially hazardous. A volunteer assumes all risks of working in an environment that includes, but is not limited to, lifting heavy boxes, working near moving belts and machinery, walking on or around pallets of product, standing on cement or asphalt, or other potential dangers

Release from Liability: Volunteers release Food Bank of the Rockies and its agents, representatives, trustees, officers, employees and volunteers from any liability arising out of any damage, loss or injury to the volunteer or his/her property incurred as the result of volunteer activities. The volunteer's estate shall hold harmless the Food Bank and its agents, representatives, trustees, officers, employees and volunteers from any claims or actions by relatives or legal representatives based on death or injury from volunteer activities.

Background Check: Food Bank of the Rockies checks all volunteers against the Dru Sjodin National Sex Offender Public Website and will determine eligibility based on the results.

Signature to Policies & Procedures are valid for one year.