

Equitable Giving Circle Volunteer Handbook

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PURPOSE OF THE VOLUNTEER HANDBOOK

Welcome to the Equitable Giving Circle! Volunteers are the heart and soul of this organization and we depend on them each and every day to move this work.

This Volunteer Handbook is designed to acquaint you with the Equitable Giving Circle (EGC) and provide you with information about volunteering with our organization. The handbook has been organized by topic to help you find information easily. No handbook can answer all the questions you might have about our organization, policies, and programs. We encourage you to talk with the Volunteer Coordinator or leadership staff if you have questions about the content of this handbook or your volunteer service with Equitable Giving Circle.

Volunteers should carefully review and familiarize themselves with the contents of this Volunteer Handbook as soon as possible, because it will answer many questions about volunteering with EGC.

Thank you for sharing your time and energy with us. We hope that you find volunteering with Equitable Giving Circle to be an enriching experience and we look forward to building community with you.

“Without community, there is no liberation...but community must not mean a shedding of our differences, nor the pathetic pretense that these differences do not exist.” Audre Lorde

EQUITABLE GIVING CIRCLE

Our Mission

Our mission is to inspire and create economic empowerment through authentic engagement and action within our community. We will bring forth healing from late-stage capitalism and colonialism through reparative and radical giving.

Our Vision

We envision a future where systems are designed to ensure that everyone can thrive and live their best lives.

Our Values

As an organization formed to address glaring inequities created by years of institutional bias, discriminatory policy and systematic divestment from Black and Indigenous communities, our values are strong.

Founding Team

This organization is founded and run by Black women with the perspective that true equity exists in intersectional leadership that centers Black women.

Executive Director and Founder: Alanna Joy McCreary | info@equitablegivingcircle.org

Housing Program Director and Co-Founder: Lillian Green | housing@equitablegivingcircle.org

Community Wellness Director and Co-Founder: Dyvisha Gordon | outreach@equitablegivingcircle.org

Food Program Director: Tamar Green | kitchen@equitablegivingcircle.org

OUR PERFORMANCE STANDARDS

Community Service

We treat our families with courtesy and respect. These are our families, friends, and supporters.

Racial and Economic Justice

Collectively and individually, we will disrupt and work to abolish the systems that oppress Black people.

Teamwork

We value collaboration to achieve the common goal of liberation for Black people.

Communication

We communicate openly and honestly with the community. We listen respectfully, solicit feedback and collaborate on developing solutions.

Integrity

We are ethical and trustworthy in our business practices and interactions with each other.

Accountability

We are accountable to each other and our communities. We are transparent in sharing information with the community.

OUR MISSION AND HISTORY

The Equitable Giving Circle is on a mission to actualize a community where all Black people are thriving. We will achieve this by leveraging economic deposits from communities of privilege into the Black community. The hoarding of wealth and resources by communities of privilege has allowed social and economic oppression of people of the global majority, but especially the Black community. This social oppression manifests itself by dictating what neighborhoods people are able to live in, the kind of food that people can purchase, what time of day people can cook food and eat, and has allowed abuse and neglect to persist against Black people in the healthcare system. We envision a place where systems that do not serve us are abolished and everyone is able to live their best lives, especially Black people. We are part of a microcosm of Portland that is in a pursuit to normalize sharing time and resources through a reparative model, while reclaiming Black giving practices. We believe that shifting economic power will create ripples of real change.

For the past three years, Equitable Giving Circle has created and adapted programs to meet the needs of Black and Brown families in the Portland metro area. In 2020, a group of Black and Indigenous women recognized that Black and Brown farmers continued to be excluded from funding from the United States Department of Agriculture (USDA) and had experienced a hard hit to their revenue. At the same time, Black and Brown people were experiencing food insecurity at higher rates. With these needs, Equitable Giving Circle began purchasing community-supported agriculture shares from local Black and Brown farmers and gifting those shares to Black and Brown families. More recently, Equitable Giving Circle's services have grown to include housing programming, community gatherings and events, and other services.

Currently, Equitable Giving Circle provides services to over 2,500 people annually, providing an array of effective programming throughout the Portland metro area. Our continuum of programs is designed to meet the needs of our community and effectively support the thriving of women, children, and families.

- Food Justice: Purchase farm fresh produce from Black and Brown farmers and gift to Black and Brown families with intentional care. We will disrupt and abolish the racism that is deeply embedded within the current food system.
- Housing Stability: Provide safe and stable housing to single Black mothers, children, and families in the Portland metro area at no cost. We believe that equitable solutions to housing insecurity can be addressed through radical community support.
- Community Wellness: Encouraging community healing through radical giving while learning, growing, and reclaiming lost traditions. We will leverage resources from communities of privilege to respond to community needs.

We welcome the skills and experience you bring to your volunteer engagement with the Equitable Giving Circle. And we look forward to building community with you!

VOLUNTEER RIGHTS AND RESPONSIBILITIES

As a volunteer you have the right to:

- Work in a healthy and safe environment
- Receive a clear, comprehensive role description
- Be seen as a person and be supported in your role
- Be carefully interviewed and appropriately assigned
- Receive accurate and truthful information about the organization
- Receive orientation to the organization and training on your volunteer role
- Be trusted with confidential information if it is necessary in order to do your job
- Have your confidential and personal information dealt with in accordance with all applicable laws
- Be kept informed on relevant matters within the organization
- Be treated with respect and dignity in inclusive environments

As a volunteer you have the responsibility to:

- Be reliable
- Respect confidentiality
- Accept guidance and supervision from staff
- Participate in the intake and orientation process (background check, paperwork, etc.)
- Address areas of conflict with the appropriate staff member, Volunteer Coordinator, or volunteer
- Notify supervision as soon as possible if you are unable to attend training or carry out your volunteer assignment
- Complete volunteer tasks assigned to you to the best of your ability
- Be accountable for your actions and accept feedback from others
- Avoid overextending yourself, not to take on more responsibility than you can handle
- To meet time commitments or to provide appropriate notice so alternate arrangements can be made

Volunteer Time

Volunteers should record their time by signing in through the Equitable Giving Circle Volunteer Portal. This includes delivering, office work, canvassing, meetings, etc.

Service at the Discretion of the Organization

Equitable Giving Circle accepts the service of volunteers with the understanding that such a service is at the sole discretion of EGC. Volunteers agree that the Equitable Giving Circle may decide to terminate the volunteer's relationship with EGC or make changes in the nature of the volunteer assignment at any time.

CODE OF ETHICS AND CONDUCT

The Equitable Giving Circle is dedicated to providing the highest quality services to our community. The organization is committed to creating an environment that advances the quality of life and encourages healing and liberation for Black families. In alignment with our mission, this code of conduct outlines the expectations for interactions between staff, volunteers, and members of the community.

Personal Conduct

Volunteers will treat clients, staff, volunteers and members of the community with respect and work to create an atmosphere free from harassment and intimidation by other staff, volunteers, clients, vendors or third parties. Volunteers are expected to read and follow policies and procedures, and act in a manner that reflects positively on EGC in the greater community.

Volunteer Performance Standards

We appreciate all the time and talents that dedicated volunteers share with the organization. While we do recognize that our volunteers are unpaid, integral community members that help us operate, we do hold our volunteers to performance standards to ensure that we are providing the best service to our community.

Volunteers are expected to fulfill their volunteer roles with the highest standards of integrity and intentional care, including:

- Using volunteer time efficiently and productively and accurately recording service hours in volunteer logs in paper or online via their volunteer profiles.
- Protecting the privacy of families, volunteers, donors, and staff. All personal information must be handled discreetly at all times, and on a need-to-know basis.
- Being responsible for organization computer systems, equipment, facilities, furniture and vehicles respectful of property belonging to fellow volunteers and/or employees.
- Representing the Equitable Giving Circle in a professional and positive manner in the community and distributing approved literature and other materials when doing so.
- Handling all accounting, donations, and financial and reporting transactions with honesty and integrity.

Solicitation

Solicitation by non-staff or staff members for any reason is not allowed.

Drug and Alcohol Use

Equitable Giving Circle prohibits staff and volunteers to use, be under the influence of, possess, distribute or dispense illegal or unauthorized controlled substances or alcoholic beverages while on duty, at EGC sites or representing EGC. The only exception is for those few occasions where

EGC permits reasonable consumption of alcoholic beverages at EGC-sponsored parties or similar events.

Volunteers that violate this policy face disciplinary action, including termination.

Volunteer's Code of Conduct

- Volunteers are expected to treat all community members and their families with patience, integrity, and respect. We encourage volunteers to be courteous, friendly, and cooperative. If you are experiencing a difficult situation, please call on your supervisor or program staff to assist.
- Volunteers are expected to perform their duties punctually and as assigned. When expecting to be absent from a scheduled shift, volunteers must inform their direct supervisor and/or the Volunteer Coordinator as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's involvement.
- Volunteers must follow the expectations set by the supervisor at the start of the volunteer shift. Volunteers are encouraged to check in with the supervisor if unclear about the duties assigned to them.
- Volunteers are expected to maintain the confidentiality of all proprietary or privileged or personal information to which they are exposed while serving as volunteers, whether this information involves a single member of staff, volunteers, or other person or involving the overall business of the organization.

The following behaviors are not permitted. Individuals who exhibit any of these behaviors will be asked to leave and will not be allowed to volunteer in the future.

- Inappropriate or unauthorized photography or recording.
- Offensive or derogatory comments or jokes, including epithets or slurs.
- Pushing, hitting, or any physical contact with a community member, staff member, or other volunteer.
- Questioning a community member's right to food distribution or preventing them from receiving food.
- Racial or cultural voyeurism. This is not an opportunity to consume Black people's joy, pain, or trauma. This is an invitation to witness community healing through economic shifts and community building.

Equitable Giving Circle's Commitment to Volunteers

We are committed to equal opportunity volunteerism. We coordinate a diverse community of volunteers from varied backgrounds and social identities, including, but not limited to: people of the global majority, immigrant communities, people of all faiths and spirituality, people living with

disabilities, lesbian/gay/bisexual/transgender communities, and people of diverse ages. We are committed to working together towards creating a safe, supportive, and caring volunteer experience where we can learn from each other and grow in service to our communities. If needed, Equitable Giving Circle will provide a document confirming volunteer hours as community service.

TYPES OF VOLUNTEERS

All volunteers, regardless of type, must follow the policies and procedures listed below. Depending on the volunteer position, some volunteer tasks can be completed remotely, which still count toward volunteer, intern, service learner hours.

Ongoing, Regular Volunteers

Ongoing, regular volunteers deliver food to families, assist with warehouse work, and enhance overall productivity and atmosphere. Ongoing volunteers must volunteer a minimum of six months due to the training, relationship-building, and supervision required by these volunteer positions. Ongoing, regular volunteers typically volunteer for a minimum of 12 hours per month.

One-Time Volunteers

One-time volunteers can help with event set-up and breakdown, low-barrier volunteer positions such as tabling at community events, or sorting and organizing donations.

Intern

An internship is work-related learning for individuals who have the desire to have hands-on work experience in a certain occupational field. Interns generally work up to 20 hours per week for at least six months, although this may vary depending on the internship requirements. Interns should provide the Volunteer Coordinator with clear internship documentation and requirements from the educational institution in order to move forward with the process.

Service Learners

Service learners are students at the middle school, high school, or college level who must perform volunteer service to meet a class requirement. Service learners usually volunteer for at least 3 months with the organization, and must limit their hours to no more than 15 hours per week per volunteer position.

Group Volunteers

Group volunteers are collective groups of individuals volunteering together during one project. These volunteers are usually part of a business, corporation, or service group. Equitable Giving Circle sites can usually accommodate 5-10 group volunteers per project; occasionally, larger events and projects can work up with up to 20 volunteers at a time.

VOLUNTEER POLICIES AND PROCEDURES

Volunteer Profile and Application

As a volunteer, you will be required to complete the Volunteer Application. Specific programs may also require supplemental forms. If you are participating as a one time event volunteer, you will need to complete the Special Event Volunteer Sheet, providing us with your contact information and emergency contact information. Please note that volunteer positions do not require a resume and cover letter. Read through the volunteer descriptions to see if a resume or cover letter are required documents before sending them to the Volunteer Coordinator. You will be able to choose volunteer shifts using our scheduling calendar Volunteer Local. You will create a profile and sign up for shifts up to six months in advance.

Becoming a Volunteer

The volunteer intake process differs depending on the type of volunteer position:

- ☐ Volunteer Application or Special Event Volunteer Sheet: Ongoing volunteers must complete an application before scheduling their first volunteer shift. The Volunteer Coordinator will contact you two weeks after receiving your application with an invitation to Volunteer Orientation. One-time volunteers must complete the Special Event Volunteer Sheet. One-time volunteers can sign-up for the event after submitting the sheet/completing their profile.
- ☐ Volunteer Orientation: Ongoing volunteers should attend Volunteer Orientation within 14 days of their start date.
- ☐ Criminal History Check: Volunteers that work onsite at Alder Commons must complete a background check, which is administered by Alder Commons, and must pass a criminal history check.
- ☐ Volunteer Paperwork: Volunteers must complete all necessary forms before their first shift. Volunteers can complete this paperwork on the day of their first shift.

Volunteer Paperwork

After volunteers have completed the intake or registration process, they must complete the following paperwork:

- Release and Waiver of Liability Form - ALL volunteers must complete and sign.
- Confidentiality Agreement Form - ALL volunteers must complete and sign.
- Informed Consent Form - ALL volunteers must complete and sign.
- Driver Registration Form - Only volunteer delivery drivers must complete and sign.

Scheduling and Commitment

Every volunteer is expected to report for their shift on time and stay for the duration of the time scheduled. Unsatisfactory attendance, including reporting late to your volunteer assignment,

quitting early, or an excessive number of absences, is not acceptable. We ask that volunteers give us at least 24 hours notice if you cannot come in for your volunteer shift. We depend on volunteers for certain projects and times and knowing about absences ahead of time allows us to plan accordingly. We understand that emergencies may arise and are accommodating in those circumstances. In those instances, you must notify your volunteer supervisor before your shift by phone, not email.

Hours of Operation and Schedule

Most volunteer activities occur during regular business hours: Monday through Friday, from 10:30 am through 2:30 pm at our main office located at Alder Commons, 4212 NE Prescott St, Portland, OR 97227 (corner of 42nd & Prescott). Special events volunteers and projects may require weekend and evening availability.

Equitable Giving Circle has a period of rest on the following dates:

Holidays	Date Observed
New Year's Day	January 1st
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11th
National Day of Mourning	Fourth Thursday in November
Friday after National Day of Mourning	Fourth Friday in November
Christmas Day	December 25th

In addition to the dates listed above the team has an annual period of rest the last week of December through the second week of January.

Logging Volunteer Hours

The Volunteer Coordinator tracks all volunteer hours. Volunteer hours quantify the success of our programs, provide a “snapshot” of what is being accomplished, and provide opportunities for the organization to obtain critical funding through grants, sponsorships, and donations that enable us to do the work. If you need a signed confirmation of your volunteer service hours

please notify our Volunteer Coordinator or your supervisor when you arrive for your shift. You must bring your paperwork with you on the day of service.

Attendance and Absenteeism Policy

Volunteers will report on time for scheduled work shifts. Consistent attendance and punctuality are an essential part of the organization's ability to operate successful programs.

We do understand that from time to time, certain situations may arise that prevent you from completing your scheduled shifts. Please alert your supervisor and Volunteer Coordinator of any scheduled absences—such as vacation—as far in advance as possible so that an appropriate substitute may be found. In the event of an unscheduled absence—illness or emergency—please alert your supervisor as soon as possible, preferably 24 hours before your shift begins.

Punctual and regular attendance is an essential responsibility of each volunteer at the Equitable Giving Circle. Any tardiness or absence causes problems for fellow volunteers and staff. When a volunteer is absent, others must perform their work. No matter how skilled a volunteer is, if they do not have a good attendance record, their contributions to the smooth functioning of EGC programs are diminished. The purpose of this policy is to promote the efficient operation of EGC and minimize unscheduled absences. Any volunteer who fails to report to their shift without notification to their supervisor three shifts or more will be considered to have voluntarily terminated their position. Volunteers must sign in at the beginning of their shift and sign out at the end of their shift. We ask you to take breaks when you need them, just let a staff person know.

Volunteer Age Limit Policy

The official minimum age requirement for volunteers is 18 years old. Specific age limits are listed in volunteer positions and project descriptions, so we recommend that volunteers read this before signing up to volunteer.

All Equitable Giving Circle volunteers under the age of 18 are required to have a parent or guardian volunteer with them. Certain projects are open to teens and teams of parents and their children. However, when considering a volunteer project, it is best to keep context in mind. Some of the tasks are not child-conscious and some spaces are not designed with young people in mind.

Ending Your Volunteer Service

You may resign from your volunteer service with the organization at any time; however, we hope that you will honor the minimum time commitment agreed upon with your Volunteer Coordinator. We request that you notify the Volunteer Coordinator ideally two weeks prior to your departure and request that you complete the Exit Interview process.

Safety

Volunteers will perform their work in a responsible and safe manner, in compliance with the Volunteer Handbook. We all share in the responsibility of making our organization a safe place to work. Please note that this handbook gives general safety information; specific safety policies are unique to each building site, and supervisors will go over this information with volunteers during their initial orientation onsite.

On-The-Job Safety

Equitable Giving Circle is committed to volunteer safety. We all share in the responsibility of making our organization a safe place to work. You can help ensure your own safety and that of others by:

- Becoming aware of hazards associated with your type of work, and making sure you know how to work safely
- Learning and following the safety protocols specific to your project
- Reporting potentially unsafe acts or conditions to your supervisor immediately
- Working in accordance with safe practices and habits
- Driving safely when operating vehicles as part of your job duties
- Practicing safe lifting techniques, even when your lifting duties seem light or are routine
- Wearing protective clothing or devices when required

Should any accident or injury occur during your volunteer shift, notify your supervisor immediately. Your supervisor will give you an incident form to fill out as soon as possible, no later than 24 hours following the incident. Please return the form to your supervisor, who will inform the Volunteer Coordinator. The Volunteer Coordinator may follow up with you to perform a wellness check.

Lifting Instructions

- Size up the load first. Do not attempt to lift alone if there is any doubt in your mind about your ability to do so.
- Make sure that your footing is secure. Get a good balance. This means keeping your feet fairly well apart, about 8 to 12 inches.
- Place your feet close to the base of the object to be lifted. This is important because it prevents your back muscles from taking all of the load.
- Bend your knees and squat. Don't stoop. Keep your back straight and as nearly vertical as possible. If necessary, spread your knees or lower one knee to get closer to the object.
- Now start pushing up with your legs, thereby using your strongest set of muscles. Keep the load close to your body as you come up.

- Lift the object to the carrying position. If it is necessary to change the direction when you are in the upright position, be careful not to twist your body with changes in foot position.
- If you deposit the load on a bench or table, place the load on the edge, making the table take part of the load. Then push forward with the arms, or if necessary with part of the body, in a forward motion.
- When putting the load down to the floor surface from a waist-high carrying position, bend your knees and, with a straight back and the load close to your body, lower with your arm and leg muscles.

Food Handling and Safety

- Safe steps in food handling and storage are essential to prevent food-borne illness. You can't see, smell, or taste harmful bacteria that may cause illness.
- Always wear gloves when in contact with food.
- Never cross-contaminate, for example , touching meat and then fruits and vegetables.
- Cover your mouth and nose when you sneeze or cough.
- Cough or sneeze into a tissue and then throw it away. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- Clean your hands often.
- When available, wash your hands with soap and warm water, then rub your hands vigorously together and scrub all skin surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. If using a gel, run the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills the germs that cause cold and flu.
- Avoid touching your eyes, nose, or mouth.
- Germs often spread when a person touches something that is contaminated with germs then touches their eyes, nose, or mouth. Germs can live for a long time (some can live for two hours or more) on surfaces like doorknobs, desks, and tables.
- Stay home when you are sick and check with a health provider when needed.
- When you are sick or have flu symptoms, stay home, get plenty of rest and check in with a healthcare provider as needed. Remember: keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:
 - Fever (usually high)
 - Headache
 - Extreme tiredness

- Cough
- Sore throat
- Runny or stuffy nose
- Muscle aches and pains
- Nausea, vomiting and diarrhea

Driver Safety Policy

The safety and well-being of our volunteers is of critical importance to the organization. We therefore each have a responsibility to not only protect ourselves when on the road but also do our part to protect those around us. Volunteers who are required to drive on company business at any time will be expected to consistently follow all the procedures below. Please note that volunteer drivers go through a specific intake process that differs from volunteers who are not required to drive to do their duties.

- All volunteers are expected to wear seat belts at all times while in a moving vehicle being used for Equitable Giving Circle business, whether they are the driver or a passenger.
- Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on Equitable Giving Circle business is strictly prohibited.
- Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
- Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- All volunteers are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
- Volunteers should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Volunteers must promptly report any accidents to local law enforcement as well as to the Volunteer Services Department.
- Volunteers are also expected to report any moving or parking violations received while driving on company business and/or in company vehicles.

- Failure to adhere to these procedures may result in corrective action.

Emergency Evacuation Procedures

In the event of an emergency (fire, earthquake, active shooter, etc.) each facility will have its own emergency evacuation procedure. Please check in with your supervisors regarding the procedures specific to your site.

CONFLICT RESOLUTION AND CORRECTIVE ACTION

The Equitable Giving Circle appreciates being in community with our volunteers, and in the event of conflict, we hope that we are able to find a suitable solution for all parties involved.

Transparent communication and clear expectations are essential to ensure all staff and volunteers are on the same page during volunteer service. We cultivate a sacred space for Black community members and it is vital that we protect the space from reckless, harmful foolishness.

Problem Solving Procedure

When a group of people work and volunteer together, problems may arise. It is important for all of us that these issues are addressed. Occasionally, however, it may be necessary to investigate certain problems in greater detail. Our problem-solving procedures provide you with the opportunity to have a review of any problem, dispute, or misunderstanding that arises during the course of your volunteering.

- If there are conflicts between community members and volunteers, please alert a staff member to assist with conflict resolution.
- In situations where differences arise between volunteers or volunteers and staff, it is advised that you first try to resolve the differences amongst the parties involved.
- If a third party is needed, the Volunteer Coordinator is to be informed and involved. Under no circumstances shall differences be made public or involve other members of the organization that are not part of the conflict.
- If the grievance is in regard to the Volunteer Coordinator, the Human Resources Director should be contacted.

The following guidelines may be used in some instances at the sole discretion of Equitable Giving Circle:

Step 1: Oral warning with documentation in the personnel file.

Step 2: Written warning to individual and copy to personnel file.

Step 3: Transfer/Termination/Dismissal

These guidelines are based on cumulative infractions, regardless of whether the infraction is of the same general nature as a previous warning. The use of these progressive discipline practices in no way alters the fact that your volunteering with Equitable Giving Circle is “at will.”

In the event that a volunteer commits an infraction or behaves in a way that is determined to put staff, community members, and other volunteers in danger, the corrective action process may immediately move to Step 3. This will be determined at the discretion of the supervisor and Volunteer Coordinator.

Dismissal

Dismissal of a volunteer is a serious consideration. Before a volunteer is dismissed, attempts to reconcile the situation may be made depending on the severity of the situation. Such attempts may include a meeting between staff, supervisor, and volunteer involved, the Volunteer Coordinator and, if appropriate, the Human Resources Director. Dismissal of a volunteer may take place if a volunteer is unreliable, irresponsible, disruptive, demonstrates inappropriate behavior, or fails to adhere to the policies and procedures of Equitable Giving Circle.

CONFIDENTIALITY AGREEMENT

Client information is confidential. No client information or proprietary information will be shared outside of Equitable Giving Circle. You will be asked to sign a Confidentiality Agreement. By signing this document you acknowledge that you agree to refrain from the unauthorized use or disclosure of any proprietary or client information.

Volunteer Personnel Files

Your personnel file is confidential and consists of written documents retained by the Volunteer Services Department. The volunteer's personnel file can be only reviewed by the volunteer, the Volunteer Services Department, the Human Resources Director, and the Executive.

This file contains basic contact information and records about your volunteer service with Equitable Giving Circle.

INFORMED CONSENT FOR VOLUNTARY INVOLVEMENT AND RELEASE OF LIABILITY

All volunteers must sign Informed Consent for Voluntary Involvement and Release of Liability waivers that state that the volunteer releases and forever discharges and holds harmless Equitable Giving Circle, its staff, clients, volunteers, successors, assignees, and agents from any and all liability, claims, and demands of whatever kind or nature which may arise during or as a result of their voluntary involvement with Equitable Giving Circle. The individual also releases the Equitable Giving Circle from any liability in response to bodily injury, personal injury, illness, death, or property damage that may result from their voluntary involvement with the Equitable Giving Circle.

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

Acknowledgement of Receipt of Handbook

I acknowledge that I have been given a copy of the Equitable Giving Circle Volunteer Handbook. I understand that this Handbook summarizes the Equitable Giving Circle's personnel guidelines, and that it is furnished to me solely for my information.

I further understand that volunteering with Equitable Giving Circle is not for a specified term and is at the mutual consent of me and Equitable Giving Circle. Accordingly, Equitable Giving Circle or I can terminate the volunteer relationship at will, with or without cause, at any time.

I further understand that the statements contained in the booklets are not intended to create any contractual or other legal obligations. I also understand that Equitable Giving Circle may modify or rescind any of its policies, or practices described in the Handbook at any time, except for those policies required by law.

I acknowledge that it is my responsibility to read and become familiar with the contents of the Handbook.

Volunteer Name (Printed) _____

Volunteer Signature _____

Date ____/____/____