

## Intern Policies Agreements and Forms

1. Complete the online [Intern Information Form](#).
2. Contribute to our [student testimonials](#).
3. If you haven't already, [register](#) as a supporter with Citizens' Climate Lobby.
4. Download your copy of this document by going to “File” then “Download (microsoft word).”
5. Review the Intern Policy forms in this document (pages 2-9). Sign on pages 3, 4, 5 and 8 by inserting a photo of your signature.
6. Your supervisor has provided/will provide you with an agreement with the terms of your Internship. Please sign your work agreement and have your supervisor sign.
7. Create an email with the subject line “**Intern Forms for CCL Admin**” and attach the signed docs. Address the email to [steffanie@citizensclimatelobby.org](mailto:steffanie@citizensclimatelobby.org) and cc your CCL/CCE supervisor.

### Policy Forms

**Assumption of Risk, Waiver, Release of Liability (pages 2-3):** This agreement releases CCL/CCE from assumption of risk during your internship. You agree to take on any risks incurred while participating with CCL. Please sign and date.

**Non-Disclosure Agreement (page 4):** Since you will have access to sensitive information (about volunteers, members of congress etc.) this form is an agreement that you will not share that information. Read and sign this form, this form will also be signed by a CCL administrator.

**Standard of Conduct (page 5):** Set of rules you are expected to abide by while you are a CCL Intern. Read and sign this document.

**Harassment Policy (page 6-8):** CCL’s policy regarding harassment. Read and sign this document.

## Assumption of Risk, Waiver, Release of Liability (“Release”)

In return for being allowed to participate in Citizens' Climate Lobby/Citizens' Climate Education volunteer activities and all related activities, including any activities incidental to such participation (“Intern Activities”), I, the undersigned intern or volunteer, hereby freely and voluntarily, without duress, execute this Release under the following terms:

**RELEASE:** I, on behalf of myself, my family, estate, heirs, or assigns, waive, discharge, and release Citizens' Climate Lobby/Citizens' Climate Education, its officers, directors, contractors, agents, employees, volunteers, successors and assigns (the “releasees”) from any and all liability, claims, demands, losses, or damages, known or unknown, including direct, indirect, punitive, incidental, special, and consequential damages, caused or alleged to be caused in whole or in part by my participation in the intern activities. **This release applies to: all liability caused by the negligence or fault of the releasees; all liability resulting in wrongful death, personal injury, or property damage; all liability caused by defamation or invasion of privacy; and all liability due to any other causes whatsoever.** I further agree and covenant not to sue the releasees for any reason associated with my participation in the intern activities. If, despite this release, I or anyone on my behalf makes a claim against any of the Releasees named above, I will indemnify and save and hold harmless each of the Releasees from any litigation expenses, attorney fees, loss, liability, damage, or cost any may incur as a result of such a claim.

**ASSUMPTION OF RISK:** I understand that I am participating in the Intern Activities at my own risk and am expressly and specifically assuming all risks of injury, death, illness, and property damage or loss arising from my participation in the Intern Activities. I understand that these risks include but are not limited to those caused by temperature, weather, animals, contaminants, sickness, equipment, facilities, fellows, interns, volunteers, event participants, vehicular traffic, collisions, lack of hydration, attacks, theft, and other risks not currently known. **I fully understand** that these risks may be caused by my actions or inactions, the actions or inactions of others, including fellows, interns, volunteers, or the negligence or reckless conduct of Citizens' Climate Lobby/Citizens' Climate Education. **I fully accept and assume all such risks and responsibility for all liability, losses, costs, claims, or damages incurred** as a result of my participation in the Intern Activities.

**LIMITATIONS, DRIVING:** I represent that there are no health-related reasons or problems which preclude my participation in the Intern Activities. If I drive in the course of participating in the Intern Activities, I understand that I do so at my own risk and that I understand that it is my responsibility to comply with all applicable laws regarding operation of the vehicle.

**CONSENT TO PUBLICITY:** I understand that Citizens' Climate Lobby/Citizens' Climate Education may photograph, videotape or otherwise record volunteers, fellows, and interns, and it may use or authorize the use of such materials for purposes of publicity, fundraising or other purposes in furtherance of the mission of Citizens' Climate Lobby/Citizens' Climate Education. I agree and irrevocably consent to being photographed, videotaped or otherwise recorded, and further irrevocably agree that Citizens' Climate Lobby/Citizens' Climate Education may cause such materials to be used or published, in whole or part, in any medium now known or later discovered, without my further notice or consent, with or without identifying me as the subject, and without any compensation to me. I hereby release Citizens' Climate Lobby/Citizens' Climate Education from any and all claims or

liabilities, including without limitation for invasion of privacy, right of publicity or defamation, for any use and exploitation of my voice or likeness in any such materials.

**CHOICE OF LAW, INTERPRETATION:** I expressly agree that this Release shall be governed by and interpreted in accordance with the laws of the State of California, without regard to conflict of law principles. I further expressly agree that this Release is intended to be as broad and inclusive as permitted by applicable law. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

**AGREEMENT TO ARBITRATE:** If a controversy arises which relates in any respect to this Release or to my participation in the Intern Activities, I agree that such controversy shall be settled by binding arbitration in the State of California in accordance with the Arbitration Rules of the American Arbitration Association, using a single arbitrator.

**I certify that: I have read this release and fully understand and agree to be bound by its terms; I understand that I have given up substantial rights by signing this release and have signed it freely and without any inducement or assurance of any nature; I intend this release to be a complete and unconditional waiver and release of all liability against releasees to the greatest extent allowed by law.**

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Name of Intern (please type)

Date: \_\_\_\_\_

## Non-Disclosure Agreement

Our professional ethics require that each staff or volunteer with access to Confidential Information maintain the highest degree of confidentiality when handling Confidential Information. To maintain this professional confidence, no staff or volunteer shall disclose Confidential Information to other supporters, friends, or members of one's own family. Questions concerning confidentiality may be addressed with your supervisor.

*"Disclosing Party" is the person disclosing confidential information, and the "Receiving Party" is the person who receives the confidential information and is obligated to keep it secret.*

This Nondisclosure Agreement (the "Agreement") is entered into by and between Citizens' Climate Lobby/Citizens' Climate Education (CCL/CCE) ("Disclosing Party") and [type intern name here] \_\_\_\_\_ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

**Definition of Confidential Information:** For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. This includes records in CCL/CCE Salesforce CRM, CCL Community, and CCL/CCE Google Suite (Drive, and Gmail).

**Obligations of Receiving Party (Intern).** Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required.

Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish (electronically or otherwise), copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information.

Receiving Party shall return to **Disclosing Party (CCE)** any and all records, notes, and other written, printed, or tangible materials (electronically saved or otherwise) in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

**Time Periods.** The non-disclosure provisions of this Agreement shall remain in effect until the Confidential Information no longer qualifies as confidential.

**Receiving Party (Intern):** \_\_\_\_\_ Date: \_\_\_\_\_

Disclosing Party (CCE Admin) \_\_\_\_\_ Date: \_\_\_\_\_

## **Standards of Conduct**

Each Intern has an obligation to observe and follow the organization's policies and to maintain proper standards of conduct at all times. Failure to adhere to the organization's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension, and/or discharge. The appropriate disciplinary action imposed will be determined by the organization. The organization does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the organization's policies or safety rules; failing to work in a cooperative manner with management, co-workers, volunteers and others who do business with the organization; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in organization activities or in organization vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the organization's EEO and No Harassment policies; performing outside work or use of organization property, equipment or facilities in connection with outside work while on organization time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

By printing and signing below, I have acknowledged review and acceptance of this policy.

**Intern Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

## **Harassment Policy**

### **A Word About our Member Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all CCE's team members. Our practice is to treat each staff member/fellow/intern as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual staff member.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **No Harassment**

We prohibit harassment of any team member by another team member, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

**Violation of this policy will result in disciplinary action, up to and including immediate discharge/release.**

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and

- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All CCE team members are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any team member that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Interns are covered by this policy. We prohibit harassment, discrimination, or retaliation of our Interns in connection with their work by non-staff members. Immediately report any harassing or discriminating behavior by non-staff members, including vendors, volunteers, employees of contractors or subcontractors. Any Intern who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

**If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to (one of) the individual(s) listed below:**

1. Your supervisor.
2. Sarah Moore, HR Manager at [sarah.moore@citizensclimate.org](mailto:sarah.moore@citizensclimate.org)

If an Intern makes a report to any person listed above and that person either does not respond or does not respond in a manner the Intern deems satisfactory or consistent with this policy, the Intern is required to report the situation to one of the other persons on the list above to receive complaints.

**You should report any actions that you believe may violate our policy no matter how slight the actions may seem.**

We will investigate the report and then take prompt, appropriate remedial action. The organization will protect the confidentiality of interns reporting suspected violations to the extent possible consistent with our investigation.

**You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.**

We are serious about enforcing our policy against harassment. Persons who violate this or any other organization policy are subject to discipline, up to and including discharge. We cannot resolve a



potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

By printing and signing below, I have acknowledged review and acceptance of this policy

**Intern Signature:** \_\_\_\_\_

Date: \_\_\_\_\_