

Expectations / Volunteer Policy

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Operation BBQ Relief reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

Definition of a "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of Operation BBQ Relief. A "volunteer" must be officially accepted and registered by Operation BBQ Relief prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of Operation BBQ Relief.

Liability

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby waive any claims against, indemnify, and hold harmless BPR, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability, including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from involvement with Operation BBQ Relief volunteer program.

Discrimination

Operation BBQ Relief is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography, or age. Operation BBQ Relief will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

Service at the Discretion of the Organization

Operation BBQ Relief accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that Operation BBQ Relief may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Operation BBQ Relief. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor and/or the Volunteer Coordinator.

Representing Operation BBQ Relief

Volunteers are asked to not contact organizations or individuals on behalf of the Operation BBQ Relief unless a staff person gives them express direction to do so. Prior to any action or statement that may significantly affect or obligate Operation BBQ Relief, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contracts, resources, finances, or other obligations. Volunteers are authorized to act as representatives of Operation BBQ Relief as specifically indicated within their job descriptions and only to the extent of such written specifications.

Screening/Background Checks

Volunteers who wish to work in certain areas or capacities will be required to submit to proof of identity and / or a background check prior to becoming a volunteer for Operation BBQ Relief.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, other person, or Operation BBQ Relief business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with Operation BBQ Relief.

Contacting Other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with Operation BBQ Relief. We expect all such communications among volunteers to follow standard professional practice. Other than phone numbers or email addresses, the Operation BBQ Relief staff will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

Non-Compliance/Dismissal

Understand that failure to adhere to any part of this code may result in suspension from our volunteer duties and/or termination of our volunteer relationship with Operation BBQ Relief. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

- I will conduct myself in a respectful manner, exhibit good conduct, and be a positive role model.
- I will display respect and courtesy for other employees, volunteers, program participants, visitors, clients and property.
- I will provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- I will respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- I will keep Operation BBQ Relief staff informed of progress, concerns and problems within the program(s) in which I participate.
- I will work cooperatively as a team member with employees and other volunteers.
- I will keep personal opinions and actions separate from those made as a representative of this organization.
- I will avoid conduct, both on and off duty, which would jeopardize program effectiveness.
- I will not solicit gratuities, gifts or bequests for personal or professional benefit.
- I will not use or be under the influence of illegal drugs. If anyone is found in possession or using illegal substances they will be asked to leave the deployment location and asked not to return for the remainder of the deployment.

- I will not consume or be under the influence of alcohol during operational hours to be determined by the Site Coordinator.
- I will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.
- I understand that any expenses incurred personally and reimbursement requested must be pre-approved prior to request.

I have read the Operation BBQ Relief Volunteer Code of Conduct and agree to abide by the statements above.