



“See the World and Lend a Hand”

Himalayan Women and Children's Foundation (HWCF)

Volunteers Rules and Regulation with Women's & Children' foundation

RESPONSIBILITIES: -

Volunteers

All applicants for any volunteer position with the Himalayan Women's & Children' foundation (HW&CF) of must complete the following forms:

- Agreement Regarding Individual Service with the HW&CF (individual) and Authorization of Release of Information for Background Investigation Form
- Request for Abstract of Driving Record (if applicable)

Volunteers also have the responsibility to:

- Obey applicable State and Federal laws, and HW&CF policies, procedures and guidelines.
- Support the HW&CF Anti-Harassment/EEO Policy and Drug-Free Workplace Policy.
- Act in a safe manner and only in accordance with the scope of an assignment.
- Maintain confidentiality appropriate to assignment.
- Consult with a Supervisor or Assignment Coordinator when you have questions or concerns.
- Be professional and courteous to staff, other volunteers, and the public.
- Be prompt, reliable and regularly attend an assignment for which you have volunteered, and dress appropriately.
- Keep your supervisor or assignment coordinator informed of hours served by completing a "time log" form.
- Attend volunteer meetings and training if scheduled.
- Give your supervisor or assignment coordinator adequate notice if you are unable to fulfill an assignment or commitment.

VOLUNTEER SAFETY

General

The HW&CF is committed to providing a safe workplace for its employees and volunteers. The following areas are covered as part of the HW&CF safety efforts:

Personal Protective Equipment

The HW&CF shall provide personal protective equipment as required for the scope of work identified by the Washington Industrial Health and Safety Act. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. All training will be documented, signed by the individual, and provided to the Risk Manager.

Communicable Diseases

The HW&CF will continue to provide current information and further educate employees and volunteers concerning the transmission of communicable diseases. The HW&CF is committed to the establishment of work -place protocols and procedures to protect against unreasonable risks of exposure to communicable diseases.

Work Caution Training

In the past, hypodermic needles and syringes have been found in HW&CF. Though these occurrences have been rare, "sharps" such as these present a real risk of infection from blood borne pathogens such as HIV and Hepatitis B. Each participant should be sure to wear heavy gloves, but please recognize that no gloves are puncture proof. The HW&CF will provide tools such as rakes to pull debris from under brush. Each volunteer should exercise caution when using their hands to pick up material. If a sharp is found, volunteers must not touch it. A HW&CF employee will pick it up and dispose of it properly.

Incident Reporting

Report any injury, incident, accident or unsafe condition to your Assignment Coordinator immediately. The Assignment Coordinator will, in turn, report immediately to the Risk Manager. The Risk Manager will follow-up on any report and determine an appropriate course of action and complete any required forms, if needed.

HARASSMENT/EEO POLICY

It is HW&CF policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the HW&CF will not tolerate harassment of any kind that is made by employees, volunteers or members of the public. Employees and volunteers are expected to show respect for one another and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees, volunteers or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age or disability.

Employees or volunteers, who violate this policy, will be subject to corrective action, up to and including termination of volunteer status.

DRUG AND ALCOHOL POLICY

It is HW&CF policy to maintain a drug and alcohol-free workplace. The possession, use or trafficking of alcohol or drugs in the workplace poses unacceptable risks to the safe, secure and efficient operation of our organization, and are strictly prohibited.

Employees or volunteers who are under the influence of alcohol or drugs while on the HW&CF premises or time, or while representing the HW&CF, will be subject to corrective action, up to and including termination of volunteer status. The use, sale or possession of alcohol or illegal drugs' while on the HW&CF time or property will subject the employee or volunteer to corrective action, up to and including termination of volunteer status. Any employee or volunteer using over the counter or prescription drugs during work time that may impair his or he ability to perform the job must notify his or her supervisor prior to beginning work.

CONFIDENTIALITY

On occasion, a volunteer may witness an incident, be entrusted with information or have access to records or files deemed confidential in nature. It is the HW&CF expectation that any volunteer privy to such information, material or event will respect and safeguard the trust and privacy rights of affected individuals.

For example, some volunteer assignments may involve filing information containing persons' arrest or warrant records, or opening mail which may contain overdue account information.

In these instances, confidentiality is imperative and these private matters, which have been entrusted to a volunteer, should be kept entirely to his or herself. Information of a confidential nature is not to be shared with anyone. Questions about what is confidential should be directed to the volunteers.

Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of volunteer status, civil action or criminal prosecution.

VOLUNTEER CONFIRMATION OF POLICY RECEIPT

I HAVE RECEIVED THE HW&CF POLICY FOR VOLUNTEERS. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THIS POLICY AND TO CONSULT WITH MY ASSIGNMENT COORDINATOR OR HUMAN RESOURCES COORDINATOR IF I HAVE ANY QUESTIONS.

THE STATEMENTS CONTAINED IN THIS POLICY ARE GUIDELINES AND SUMMARIES OF THE VOLUNTEER PROGRAM. THEY DO NOT BIND THE HW&CF. THE HW&CF RESERVES THE RIGHT TO CHANGE, REVOKE OR MAKE EXCEPTIONS TO HW&CF POLICIES AT ANY TIME AND AT ITS SOLE DISCRETION.

NAME (Please Print)

SIGNATURE

DATE

Scope and Amendment of Personnel Policies and Procedures

VOLUNTEERS

In those instances when a volunteer uses his or her own automobile, it is the responsibility of the Department Director to assure:

- (1) The volunteer has a valid State Drivers License.
- (2) The volunteer's automobile is insured for liability.
- (3) The volunteer is informed that the HW&CF will not be responsible for collision and/or comprehensive loss.