

## Volunteer Agreement

(Please initial by each number signifying that you have read and understood the section.)

- 1. I agree to volunteer with GNRC in roles that I can perform to the best of my abilities and without the expectation to be compensated for my services.
- 2. I understand that my position may require initial and update training and I agree to attend the trainings as required.
- 3. I agree to only undertake duties I am authorized to perform and always operate under the direction and supervision of GNRC staff and obey reasonable directions and instructions.
- 4. I understand that I may have access to Protected Health Information which is protected under the Health Insurance Portability and Accountability Act (HIPAA) or to other sensitive information, and I agree to protect confidentiality under all circumstances. I agree to uphold a client's privacy and to conduct conversations that involve such information in a private area. I understand that non-compliance may be punishable by law.
- 5. I have read and understand the Drug Free Facility Policy and will abide by it.
- 6. I agree to notify the Volunteer Coordinator, my supervisor, or another staff member of any health and safety issues or potentially hazardous situations that may pose a risk to me or others and report any accidents or incidents as laid out in the Safety Policy of the Volunteer Handbook.
- 7. I understand that GNRC does not discriminate against staff, volunteers, clients or partner organizations and I agree to review and uphold Title VI of the Civil Rights Act of 1964 and report any violations against this policy to the Volunteer Coordinator at once.
- 8. I have read and understand the conflict of interest policy in this handbook and agree to follow it carefully and report any conflicts to the Volunteer Coordinator immediately.
- 9. I agree to submit documentation of my volunteer activities and hours to the Volunteer Coordinator as required by my volunteer role.
- 10. I agree to behave appropriately and courteously to all staff, clients, and the public in the course of my volunteer role.
- 11. I agree to use any property or equipment given to me in my volunteer role safely and only for purpose of the role.
- 12. I agree to inform the Volunteer Coordinator and my supervisor if I wish to change the nature of my volunteer contribution (e.g. hours, role) or if I am unable to keep my volunteer schedule as assigned.
- 13. I \_\_\_\_\_ (your name) hereby authorize GNRC to use my likeness and photographs and/or videos of me taken during my volunteer service in publications, news releases, online, and in other communications related to the mission of GNRC.
- 14. I agree to inform the Volunteer Coordinator immediately if any criminal charges have been brought against me, including but not limited to, any charges related to sexual misconduct or abuse.
- 15. I have read, understand and agree to follow all policies and procedures listed in the Volunteer Handbook and I will review the handbook annually to refresh my memory on all policies and procedures. An acknowledgment of this will be kept in my volunteer file.

Name of Volunteer (please print) \_\_\_\_\_

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_