

Volunteer Agreement

The following policies have been developed to ensure clarity and a safe, productive volunteer experience at AIO.

AIO commits to:

- Provide an orientation for volunteers
- Provide feedback and, when appropriate, opportunities for greater responsibility
- Be receptive to comments from volunteers regarding ways in which we can better accomplish our mutual mission to address food and energy insecurity.

Volunteers commit to:

- **Attendance:** The Program Director, working with Shift Leaders and the Market Director, will add shifts to our volunteer shift signup program as appropriate for volunteers to sign up for online. Volunteers are requested to arrive promptly for the volunteer assignment, and stay for their entire shift, or notify the Shift Leader in advance if they are unable to come in at their scheduled time so there is ample time to find a substitute for your shift
- **Use of AIO Property:**
 - *Confidentiality.* All information and data about clients, agencies, volunteers, staff and donors of AIO is strictly confidential and may not be taken or discussed outside AIO or with any unauthorized person.
 - *Personal Use of Items.* All food and non-food items are donated to AIO or purchased by AIO for distribution to clients and cannot be used for any other purpose. Volunteers are not permitted to consume, use or remove any food or non-food. Any unauthorized use/removal of AIO property or information is theft and will result in immediate termination.
 - *AIO Client Volunteers.* AIO Client volunteers are more than welcome to maintain their AIO client status in keeping with Good Shepherd guidelines. To ensure that all clients and all volunteers are treated equally and fairly, client volunteers must shop on days when they are not also volunteering, following all procedures in place for clients of AIO. You may not take more than a non-volunteer client or shop more often.
 - *Illness:* Volunteering at AIO includes handling foods that will be distributed to individuals and families. We ask and expect that all volunteers are in good health. If you are ill or have been ill recently, please reschedule your volunteer service.
- **Safety:**
 - AIO maintains a drug and alcohol-free work environment in all programs. Volunteers who abuse alcohol or drugs are a danger to themselves and others. They will not be permitted to continue as AIO volunteers. If a volunteer reports

for work under the influence they will be sent home and their volunteer services terminated.

- Wear suitable clothing for a warehouse environment. Shoes must be closed toed and jewelry/accessories that hang or dangle must be removed.
- Immediately report any injuries and/or unsafe conditions or practices to the Program Director/Shift Leader.
- Smoking Policy: There is no smoking permitted on premises.

I understand that AIO reserves the right to reassign, reschedule or to discontinue a Volunteer's term of service at any time and for any reason.

I certify that I have read the Volunteer Handbook and Volunteer Procedures Handbook appropriate to my Volunteer job. I certify that I have read and understand the guidelines contained in this AIO Volunteer Agreement. I will follow the above guidelines and understand that my continued service will be contingent upon my ability to work productively and safely within these guidelines.

Legal Signature

Date

Printed Name

Emergency Contact Information

In case of an emergency, please contact: _____

Telephone Number(s): _____ Relationship: _____