

Volunteer Code of Conduct and Dismissal of Services Policy

In the hope to maintain a safe and productive environment for the Greater Lansing Food Bank (hereinafter referred to as GLFB), its employees, volunteers, affiliates, agents, and other parties associated with, the following Code of Conduct and Dismissal of Services Policy shall be followed by all volunteers as appropriate by law. The Code of Conduct and Dismissal of Services Policy is subject to change and an updated version will be kept on display with other Federal and State required workplace documentation. It shall be assumed that any volunteer consenting to the Volunteer Code of Conduct and Dismissal of Services Policy will follow subsequent revisions during the term of their service without the necessity to sign a new consent.

Volunteer Code of Conduct

A volunteer of GLFB shall comply with the following Code of Conduct and theories of the Reasons for Dismissal or Denial of Services. The Code of Conduct is subject to change and is not limited to:

- A total compliance with laws, rules, regulations, and agreements of GLFB and affiliates including state or federal laws
- There shall be no harassment, sexual or other, of GLFB employees, volunteers, clients, or affiliates
- Please be considerate of times and dates established to volunteer
- Please do not bring other people to volunteer without prior arrangements
- Please treat GLFB employees, volunteers, clients, and affiliates with fair and courteous respect without regard to ethnicity, religion, gender, national origin, age, sexual orientation, veteran status, or disability
- No eating or drinking in the warehouse
- No solicitation
- Cell phone calls are not permitted in the warehouse or on food runs, unless it's an emergency
- Smoking is not permitted on GLFB property, in GLFB vehicles, or on the grounds of our NPP distribution sites
- Use professional language and conduct
- Dress code: see attached document

Reasons for Dismissal or Denial of Services

Volunteers who do not adhere to the policies and procedures of the program or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Dismissal is within the discretion of the immediate supervisor of the volunteer. Reasons for dismissal are subject to change and are not limited to:

- Violation of program policies and procedures, court rules, or law
- Gross misconduct or insubordination
- Being under the influence of alcohol or drugs while performing volunteer duties
- Inadequate hygiene
- Theft of property or misuse of GLFB equipment or materials—do not take or use items from the warehouse
- Mistreatment or inappropriate conduct toward GLFB employees or affiliates
- Taking action without GLFB permission that endangers GLFB or affiliates
- Breach of confidentiality
- Volunteers must be 14 years of age or older
- Failure to satisfactorily perform assigned duties
- Conflict of interest which cannot be resolved
- Falsification of materials or misrepresentation of facts during the screening process
- Falsification of any materials included in a report to the court
- Currently charged or convicted of:
 - Violent crimes
 - Sex Crimes
 - Major theft or burglary
 - Major Drug Sales
- The GLFB reserves the right to perform a background check on all volunteers.

Volunteer Dress Code

Thank you again for volunteering. As a volunteer for the Greater Lansing Food Bank and our programs you are now a representative of our organization. The majority of your time will be spent out in the community and for this reason proper dress is required. Remember, clean and comfortable not offensive or controversial. If you have questions, please talk to the staff person in charge.

- Pants —Pants must not have holes or rips, and should be worn at your waistline. Shorts are acceptable for some situations and should be 2” above the knee or longer (no short shorts).

- No sleepwear, no cut offs, no spandex.
- Shirts & Sweatshirts—No offensive pictures or slogans or advertising for alcohol. No tank tops or low-cut tops. Ill-fitting shirts that do not cover your torso are not permitted.
- Shoes—Must be comfortable for standing or walking. No open-toe shoes, sandals, or slip-ons. Shoes must be tied and socks must be worn.

Note: These are guidelines and may not apply to every situation. See the staff person in charge for questions, but volunteers who come inappropriately dressed will be asked to change before beginning their volunteer assignment.

Greater Lansing Food Bank Volunteer Agreement

Waiver and Release of Liability

In consideration of volunteering my services at the Greater Lansing Food Bank, hereinafter referred to as GLFB, I hereby acknowledge that there may be certain risks of injury involved and I knowingly and freely assume all such risks and assume full responsibility for my participation. I agree to indemnify, save, and hold harmless GLFB, its employees, agents, representatives, affiliates, and volunteers of any loss, claim, damage, injury, illness, costs, or harm of any kind or nature to me arising out of any and all activities associated which may occur or be incident to my involvement or participation with GLFB.

Consent to Receive Medical Care

In the event of injury while participating in any and all activities associated with GLFB, I consent to receive any emergency medical aid, anesthesia, and/or medical treatment or operation if, in the opinion of a qualified medical person, such treatment is necessary.

Volunteer Confidentiality Agreement

As a volunteer at GLFB, a Michigan non-profit corporation, I recognize that I may have access to confidential information concerning GLFB, its clients, donors, agents, employees, volunteers, affiliates, and/or representatives. I agree that I will not share this information with any person or organization at any time without prior written consent from GLFB.

Consent to Volunteer Code of Conduct and Dismissal of Services

In the hope to maintain a safe and productive environment for GLFB its employees, volunteers, affiliates, agents, and other parties associated with GLFB I have read, understand, and will comply with the Volunteer Code of Conduct and Dismissal of Services Policy found on the reverse of this document or in a visible point of display at GLFB offices. I further agree to report all information, as required by law, in regards to my criminal history as requested by GLFB staff. GLFB staff reserves the right to perform a background check with the Michigan State Police on all volunteers. I understand this information is used to comply with the GLFB Code of Conduct philosophy and could result in a dismissal or denial of my services.

Photograph and Publicity Release Form

I give the *Greater Lansing Food Bank* permission to take pictures, photos, video recordings, audiotapes, digital images, and the like of me. I also release the *Greater Lansing Food Bank* from liability in connection with any use of the above media including, but not limited to: illustrations, displays, videotapes, publications, slide shows, and any educational or promotional materials in any medium now known or later developed, including the Internet.