

VOLUNTEER AGREEMENT

Volunteers of Resource Center (RC):

- Abide by the rules and regulations of RC as defined in the volunteer training manual with regards to skills and requirements for the volunteer program.
- Arrive on time.
- Give advance notice for an absence from volunteer duties.
- Provide notice before resigning volunteer duties.
- Participate in periodic performance reviews and training updates.
- Follow the RC dress code.
- Respect and follow the RC confidentiality policy.
- Should a grievance occur, follow the RC grievance policy to a resolution.
- Uphold the RC policy to ensure a safe and drug-free environment.
- Sign in for only time actually worked.

You may expect from us:

- Volunteers will be treated with dignity and respect and accorded equal status to that given to paid staff.
- Value and recognize volunteer service.
- Provide a safe and comfortable work environment.

Specific prohibitions:

To maintain a safe and drug free environment for provision of services, any volunteer who is found to commit verbal abuse to others, threatening physical abuse to others, possess illegal substances or paraphernalia, possess a firearm or other lethal weapon on RC property or otherwise act in an unacceptable manner will be excluded from volunteering until, in the agency's judgment, the behavior has ceased.

I have read and understand these guidelines.

Signature of volunteer

Date