



VOLUNTEER GUIDELINES BETWEEN FOOD OUTREACH AND VOLUNTEER

I. CONDUCT GUIDELINES

Food Outreach reserves the right to accept or decline any volunteer or offer of service at any time.

The orderly and efficient operation of Food Outreach requires that employees and volunteers maintain discipline and proper standards of conduct, which are necessary to protect the health and safety of all clients, visitors and employees. For serious breaks of conduct, the Executive Director will ask the volunteer to stop volunteering at Food Outreach. The following are examples of work rules which when broken will warrant our immediate attention and the Executive Director's intervention with a volunteer.

- Bringing a weapon on to Food Outreach property
- Failure to follow procedures
- Abuse of the building, equipment, or supplies
- Smoking on Food Outreach property
- Failure to obey safety rules
- Negligence where the welfare of a visitor, client, or employee is jeopardized
- Engaging in gossip, bullying or physical violence or threats toward a visitor, client or employee
- Being on the premises under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on or in Food Outreach's property
- Engaging in repeated unwanted and aggressive behavior towards a client, volunteer or employee that involves a real or perceived imbalance of power
- Conviction of a crime where such conviction reflects adversely on Food Outreach or affects the employee's ability to perform the assigned job duties

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THESE GUIDELINES:

Volunteer Name

Volunteer Signature

Date

II. RELEASE AGREEMENT

I, _____ ("Releasor") am executing this release on _____

In the city of St. Louis, state of Missouri. The consideration for this release is my being accepted as a volunteer by Food Outreach, Inc. ("Releasee"). The term "Releasees" includes Food Outreach, Inc., its officers, directors, employees, volunteers and contributors.

If I am injured or sustain any damages to myself or property, including an injury resulting in death, while I am participating in an activity pertaining to the business of release or sponsored by or on behalf of the release, caused by the negligence or recklessness of the Releasees:

- a) I hereby assume full responsibility for any damages or injury I may sustain.
- b) Releasees shall have no liability to me, my spouse, children, other dependents, legal representatives, heirs, administrators, executors or assigns.
- c) I, my legal representatives, heirs, administrators, executors, and assigns will indemnify Releasees for any loss, liability, damage or cost they may incur.
- d) I understand the confidentiality of the identity and other pertinent information regarding clients of Food Outreach is a serious matter. It is the policy of Food Outreach to protect the privacy of its clients and Food Outreach's proprietary or private information.

Examples of the activities referred to above include but are not limited to traveling to or from any activity sponsored by releases. The pick-up, preparation, or delivery of food and any travel needed for such pick-up, preparation or delivery and any training sponsored by Release.

It is my intention that this release be as broad and inclusive as permitted by the laws of the State of Missouri. If any part of this agreement is found to be invalid, the remainder shall continue in full force and legal effect.

Alyssa Hilderbrand

Witness

Releasor Signature

Date

THIS RELEASE AFFECTS YOUR LEGAL RIGHTS IN THE EVENT THAT YOU ARE INJURED, DIE, OR SUSTAIN ANY DAMAGE WHILE PARTICIPATING IN ACTIVITIES OF FOOD OUTREACH, INC. YOU ARE ENCOURAGED TO CONSULT WITH YOUR ATTORNEY BEFORE SIGNING THIS DOCUMENT IF YOU HAVE ANY QUESTIONS.

III. RELEASE AGREEMENT

- 1. The confidentiality of the identity and other pertinent information regarding clients of Food Outreach is a very serious matter. This is the policy of Food Outreach to protect the privacy of its clients and Food Outreach's proprietary or private information. All volunteers have a responsibility to preserve, protect and account for this information.** Therefore, all information and data, including that in computerized form, must be used and managed in such a way to ensure protection from privacy violations, theft, destruction, and improper or illegal use. Security measures must be employed regardless of the media on which information is stored, the systems which process it, or the methods by which it is disseminated. The information to be protected includes, but is not limited to client records, including names, addresses, telephone numbers; client medical information; client account information; and the business of Food Outreach.
2. All protected information is the property of Food Outreach and is to be used solely for conducting the business of Food Outreach and to provide our clients with necessary services. The use of such information for any purpose, including personal purposes, is prohibited. Volunteers using Food Outreach information for any other purpose do so at their own risk and may be subject to termination, denied access to Food Outreach premises and events, and any other available legal remedies at law or in equity.
3. The protected information may be shared with, disclosed to, discussed with other persons only if necessary, to conduct the business of Food Outreach, and only when you are authorized to do so by Food Outreach.
- 4. I have read and understand the provisions of this guideline relating to confidential information. I understand the requirements of those policies and procedures, and I agree to abide by them.**

Signature: _____

Name (printed): _____

Address: _____

Telephone Number: _____

Date: _____

Food Outreach Representative: *Alyssa Hilderbrand*