

Volunteer Code of Conduct for Community Food Basket

1.) Treat All People With Respect.

In general, people acting on the Community Food Basket's behalf will be honest and ethical in their dealings with each other, clients, community members, suppliers and the public.

The Community Food Basket volunteers will not discriminate on the basis of place of origin, ethnicity, citizenship, gender, age, political or religious affiliation, sexual orientation, marital status, family relationship, or economic or medical status.

The Organization aims to treat all people with respect and to foster a productive environment free of harassment, intimidation and discrimination.

2.) Respect Confidentiality.

People acting on the Community Food Basket's behalf must respect and maintain the confidentiality of sensitive information they have gained due to their association with the CFB. This may include information about clients, members of the general public, and/or internal workings of the CFB or its partners/suppliers.

3.) Protect Organization Property.

People acting on the Community Food Basket's behalf should seek to take good care of CFB property, and not expose it to loss, damage, misuse or theft. Foundation property should be used solely for legitimate Organization purposes and not for personal benefit. Any food or perishable items taken out of the building must be approved by the CFB Director. Any volunteer who qualifies for food assistance is to follow the standard protocols set forth for all CFB clients.

4.) Represent the Best Interests of the Community Food Basket.

People acting on the CFB's behalf should aim to advance the CFB's interests and should never do anything that could bring the CFB into disrepute. No worker shall be present at the CFB under the influence of alcohol or other substances.

5.) Proper Attire and Use of Safety Equipment.

Closed-toe shoes are required to be worn at all times when working in the CFB warehouse, store, or other off-site distribution events.

During any Mobile Pantry or other outdoor function, persons that will be near vehicles/lanes of traffic will be required to wear a safety vest. This vest will be provided to you from the Organization.

Any use of the Organization's equipment is limited to properly trained individuals of the Organization.

6.) Reporting Symptoms, Exposures and Diagnosis of Illness.

You acknowledge that you have received the handout regarding Employee Health which includes reporting symptoms, diagnosis, and exposures related to diseases.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to participate in volunteer activities for the Community Food Basket of Ottawa, hereafter referred to as the "organization", I hereby **release, waive, discharge and covenant not to sue** the organization, and all subsidiaries, affiliates, institutions, and societies owned or operated by the organization (hereinafter referred to as releasees) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, **whether caused by the negligence of the releasees**, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted. I am fully aware of the risks involved and hazards connected with volunteering at this facility or in any of its drive up activities or outreach programs including but not limited to *bodily harm or death*, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. **I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death**, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such activity, **whether caused by the negligence of releasees or otherwise**. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a **release, waiver, discharge and covenant not to sue** the above-named **releasees**. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Illinois.

2. **In signing this release, I acknowledge and represent that** I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

I have read the above code of conduct for the Community Food Basket of Ottawa and I will abide by the rules listed above. If I fail to follow the code of conduct, I may be asked to no longer be affiliated with the Community Food Basket.

Name: _____

Signature: _____ Date: _____

Contact information:

Name: _____ Date: _____

Email: _____

Contact Phone Number: _____

Emergency Contact Name: _____

Emergency Contact Number: _____