

ANTRIM CONSERVATION DISTRICT



Antrim Conservation District Volunteer Handbook

4820 Stover Rd Bellaire, MI 49615 www.antrimcd.com

Volunteer Policies

Non-Discrimination policy for Volunteers

Volunteer will be selected based on qualifications, abilities and the needs of the organization and the program requiring volunteers. The Antrim Conservation District (ACD) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. This policy governs all volunteer aspects, including the selection assignment discipline, termination and access to training of any and all volunteers. Any volunteers with questions or concerns about discrimination in the work place should bring these issues to the District Manager or the ACD Board of Directors. Volunteers who raise concerns or report discrimination or potential discrimination can do so without fear of punishment. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action including potential termination of employment.

Volunteers who have complaints of discrimination must submit their complaint in writing to assist with investigation and remedial action. All efforts will be made to keep complaints as confidential as possible.

Disability Accommodation Policy

The District supports volunteer opportunities for qualified individuals with disabilities. If any volunteer believes that accommodations of any disability are necessary to perform the functions of the position, he or she should speak with the District Manager about the need for an accommodation. Any such request will be reviewed and resolved in a timely manner.

Discriminatory/Harassment

The District is committed to maintaining a work place that is free of discrimination and harassment. To this end, complaints of harassment and or discrimination will be taken seriously and investigated thoroughly.

Prohibited Discrimination and Harassment Defined

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:
 - a. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's volunteering,
 - b. When submission to or rejection of such conduct by an individual is used as the basis for volunteering, or
 - c. When such conduct has the purpose or effect of unreasonably interfering with an individual's work, or creates an intimidating, hostile, or offensive working environment.

2. Non-sexual harassment. For purposes of this policy, other (non-sexual) harassment is defined as verbal or physical conduct that shows hostility toward an individual because of characteristics such as his/her race, religion, color, national origin or sex.
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
 - b. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - c. Otherwise adversely affects an individual's volunteer opportunities

Procedure

A volunteer shall report incidents of discrimination or harassment to the District Manager. In the event that the individual in question is the District Manager, the volunteer shall report the incidents(s) to the Board Chair.

Volunteers are encouraged to promptly report instances of harassment or discrimination before the incidents become severe or pervasive.

To protect the interests of the complainant, the person(s) complained against, witnesses, and any other person who may report incidents of discrimination or harassment, confidentiality will be maintained throughout the investigation process to the extent practical and appropriate under the circumstances.

Allegations of discrimination and/or harassment shall be fully investigated, and corrective and/or disciplinary action taken as warranted.

Acts of discrimination and/or harassment by volunteers may result in discipline up to and including termination. Malicious or knowingly false reports by volunteers shall also result in similar disciplinary action.

The District will not tolerate retaliation against or intimidation of volunteers who report alleged incidents of discrimination and harassment and/or provide information related to such complaints. Retaliation or intimidation may be a separate basis for investigation and disciplinary action.

Confidentiality and Information Security

Confidential Information: Because the District deals with sensitive, confidential information, it is imperative that such information be protected in strict confidence. Volunteers have a responsibility to protect the confidential information, facilities, records, systems and staff of the District and its donors, volunteers, and employees. In addition, all information created or processed on computers for use by the District must be treated as a vital asset of the District. Volunteers must keep all personal information, particularly social security numbers of donors, employees, and directors in a secure location and provide that information to others on a legally-supported need to know basis.

Disclosure of the District News and or Information: Financial or planning information relating to any activities of the District shall not be disclosed or released to any person unless it has been previously published or otherwise made available to the general public.

Questions concerning disclosure of confidential or inside information should be direct to the District Manager.

Freedom of Information Act: As a governmental agency, the District must comply with the Freedom of Information Act (FOIA). All request for information submitted to the District under FOIA will be direct to the District Manager.

Training

All volunteers appointed to an ongoing position will receive basic training for their position as determined by District staff. Volunteers will also be given a safety brief before volunteer events.

Orientation

All volunteers, regardless of position, will receive basic orientation, including, but not limited to, the philosophy and values of the Antrim Conservation District and the Districts Volunteer Code of Conduct.

Recruitment

Written position descriptions that define responsibilities and expectations will be available for all ongoing volunteer positions. Position descriptions for one-time opportunities such as special events and work bees will not be available. Volunteers may be required to undergo a criminal background check at the discretion of Antrim Conservation District.

Code of Conduct

All volunteers will adhere to the Volunteer Code of Conduct. Violation of this Code of Conduct may result in being released from volunteer positions with the Antrim Conservation District.

Missing Event because of Sickness

If a volunteer will miss a scheduled program due to illness, please contact the Antrim Conservation District as soon as possible to inform the District Manager or Program Director. We request that if a volunteer feels ill they refrain from attending the scheduled program as to prevent staff, other volunteers or event attendees from falling ill.

Confidentiality

During the course of volunteer work at the District, volunteers may become aware of personal and/or confidential nature. This information should not be discussed outside of District staff that need to be informed. Failure to maintain necessary confidentiality may result in the immediate termination from the volunteer position.

Attachments:

- Volunteer Position Descriptions
- Organization Chart
- Code of Conduct
- Permission to Print Name and Photo
- Receipt of Handbook

Antrim Conservation District Release of Liability; Hold Harmless Waiver

Volunteer Name	Age		
Email	Phone Number		
Street Address	City	State	Zip
Emergency Contact Name	Relationship to Volunteer		
Emergency Contact Info			
Parent Guardian Name (if under 18)	Phone Number		
Street Address	City	State	Zip

In exchange of the Volunteers participation in Antrim Conservation District’s volunteer events, the Volunteer Parent(s), and/or Legal Guardian(s) of a minor Volunteer, agree as follows:

1. **Acknowledgement of Risk:** Volunteer, Parent(s), and/or Legal Guardian(s) of the Volunteer acknowledge and fully understand that there are inherent risks of serious injury or death associated with volunteering with the Antrim Conservation District.
2. **Participant Waiver of Rights and Release of Liability.** The Antrim Conservation District, their officers and employees shall not be liable for any death, injury or property damage claims which arise from any cause that might have been prevented by the District or those persons employed by or acting on behalf of the District. If any claim arises out of the foregoing, the volunteer shall defend, indemnify, and hold harmless, Antrim Conservation District, their officers and employees from same.
3. **Indemnification and Hold Harmless.** The Volunteer, Parent(s), and/or Legal Guardian(s) of the Volunteer, further agree to indemnify and hold harmless Antrim Conservation District, its employees and agents, against all losses, damages, monetary awards and expenses, including all costs and attorney’s fees incurred in connection with any and all claims of negligence on the part of Antrim Conservation District, its employees and agents, brought by the Volunteer, Parent(s), and/or Legal Guardian(s) of the Volunteer, his or her heirs, successors, assigns, and legal representatives, for any injury, death, illness, disease or damage to property, arising from or connected with participation in any activity sponsored by Antrim Conservation District. The indemnification and hold harmless agreement does not include losses, damages, monetary awards and expenses as a result of the intentional or reckless acts of Antrim Conservation District, its employees and agents.

I CERTIFY THAT I HAVE READ THIS WAIVER AND RELEASE OF LIABILITY; INDEMNIFICATION AND HOLD HARMLESS AGREEMENT THAT I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS AND ASSUMING SUBSTANTIAL RESPONSIBILITIES BHY SIGNING IT, AND THAT I SIGN IT VOLUNTARILY.

Volunteer Signature	Date
Parent/Guardian Signature	Date

Antrim Conservation District Permission to Publish Name and Photo

I _____, give my permission to the Antrim Conservation District to acknowledge and publish my name as a volunteer for the Antrim Conservation District in print and internet publications such as, but not limited to, a Program Guide, Annual Report, the official Antrim Conservation District website and Antrim Conservation District sponsored social media posts. I also consent to the Antrim Conservation District to take photographs, videos or audio recordings of myself. Consent will authorize the staff to copyright and use, reuse, publish and republish photographs, videos and audio recordings of you and to use them with or without your name for any lawful purpose, such as publicity, illustration, advertising and online content.

Signature

Date

Guardian Signature (if participant is under 18)

Date

Antrim Conservation District Volunteer Handbook

By signing this form, I acknowledge that I have received a copy of the Volunteer Handbook and attached forms (noted in Volunteer Handbook) and have reviewed and understand the content.

Signature

Date

Printed Name: _____

Guardian Signature (if participant is under 18)

Date

Signature of District Manager

Date

Volunteer Code of Conduct

To assure orderly operations and to provide the best possible volunteer experience, Antrim Conservation District asks and expects volunteers to follow rules of conduct that will protect the comfort and safety of all volunteers, employees and visitors. We ask that all times volunteers treat visitors with kindness and integrity, following ACD's mission.

- Volunteers shall respond to patrons with respect and consideration and treat all patrons equally regardless of sex, race, religion, sexual orientation, or culture.
- While the ACD does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by ACD.
- Volunteers must appear clean, neat and appropriately attired.
- Using, possessing, or being under the influence of alcohol or illegal drugs during volunteer hours, normal business hours, and/or while on ACD property is strictly prohibited.
- Smoking or use of tobacco in the presence of visitors during working hours or on ACD property is prohibited.
- Volunteers shall portray a positive role model, especially for youth, by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. Volunteers shall, at all times, avoid the appearance of impropriety.
- Volunteers will refrain from using abusive language towards a staff member, volunteer or another participant.
- Volunteers will refrain from displaying discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Volunteers are prohibited from bringing onto ACD property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.

I understand that any violation of this Volunteer Code of Conduct may result in my release from being a volunteer.

Volunteer Signature

Date

Guardian Signature (if participant is under 18)

Date

District Manager Signature

Date