

## **Policies for Volunteers**

### **AGREEMENT AND UNDERSTANDING**

Volunteers must understand and agree with the following statements:

1. You will not be paid for time and services provided to CVC.
2. You are responsible for all expenses involved in travelling to and from your volunteer worksite.
3. You may agree to a work schedule with your supervisor in order to assist with certain activities, e.g. work planning, projects, events, etc., however you are not required to work at any specific time or for a specific number of hours.
4. You can leave the 'work site' at any time. For Health and Safety reasons we ask that you advise your supervisor before doing so.
5. You can refuse any type of task requested of you for any reason.
6. A paid job will not be offered to you upon completion of your volunteer term; however you are welcome to apply for any posted paid positions.
7. Your volunteer position is not considered training for any paid positions you may hold after the completion of your volunteer position.

During the course of work with CVC, all volunteers of CVC must agree to:

### **Code of Conduct**

1. Abide by all Federal, Provincial, Regional and Municipal laws and regulations.
2. Act in an honest and truthful manner at all times.
3. Complete all documents, reports, records in a careful and accurate manner and ensure no information is falsified.
4. Use company equipment, such as computers, telephones, etc. for business purposes only.
5. Help ensure that a drug and alcohol-free work environment is maintained. The sale, purchase, transfer, use or possession of any restricted or controlled drug/alcohol or other illegal substance is strictly prohibited. This extends to all locations and applies to CVC clients and guests.
6. Not accept any gifts, entertainment, payments, fees, services, valuable privileges or other favours from any person or business organization that has any dealings with CVC. If a gift has been sent to the volunteer, s/he must advise his/her Supervisor immediately.
7. CVC will not tolerate or condone any instances of discrimination or harassment against another volunteer, employee of the CVC, client, member of the public or guest and will take prompt and appropriate action to prevent, discourage and/or respond to incidents of harassment or discrimination based on age, ethnicity, creed, disability, family or marital status, race, record of offences, sex or sexual

orientation. Any observed or experienced instances of harassment or discrimination should be reported to a Supervisor immediately.

## **Health and Safety**

8. When required by the position, volunteers are required to provide their own Safety Footwear which must be worn at all times.
9. Any other required safety equipment will be provided to the volunteer by CVC.
10. Should a volunteer be unsure or have a concern about a procedure or policy, s/he is expected to advise his or her Supervisor for advice or clarification.
11. Volunteers have a responsibility for the health and safety of themselves as well as those around them. As such, all volunteers are expected to:
  - a. Comply with all health and safety policies and procedures as outlined in CVC's Safety Policy, CVC's Standard Operating Procedures (SOP's) as provided and other guidelines as established by CVC;
  - b. Report IMMEDIATELY any unsafe condition to his or her Supervisor.
  - c. Report IMMEDIATELY all illnesses or injuries regardless of how insignificant the injury may appear to his/her Supervisor.
  - d. Report any vehicle or equipment accidents IMMEDIATELY to his or her Supervisor.

If you have any other questions or concerns regarding your volunteer work with CVC, please do not hesitate to contact the Administrator.

We thank you for the time and effort you are giving to CVC and its endeavours. We couldn't do it without folks like you!

By signing below, I \_\_\_\_\_ hereby acknowledge that I have received  
a copy of the following:

- Credit Valley Conservation Authority's Policies for Volunteers

Further, I acknowledge that I have read and understand these policies, agree to  
abide by the provisions within.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date