



**AUBURN INTERFAITH FOOD CLOSET, INC.**

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## REQUIREMENTS OF AN AIFC VOLUNTEER

We are pleased that you are interested in applying as volunteer at the Auburn Interfaith Food Closet (hereafter referred to as "AIFC"). Listed below is information about being an AIFC volunteer.

1. I acknowledge that I am not an employee of AIFC and therefore am not entitled to receive pay, benefits or other compensation. I understand that as a volunteer, AIFC does not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses incurred by me. Further, I understand that I am neither covered by Workers' Compensation nor entitled to employee benefits as a result of my volunteer affiliation. I hereby agree that I am financially responsible for all such expenses.
2. I acknowledge that the unauthorized disclosure of any personal information regarding the program recipients would violate their right to privacy. This includes using that information for purposes other than AIFC business. Consequently, I hereby recognize that it is my responsibility to hold such information in confidence and to discuss it only with the AIFC staff. The violation of this confidentiality requirement may result in immediate termination.
3. I understand volunteers serve without remuneration of any kind. They are not to take donated or purchased items unless they make application as a client. This is a requirement necessary to maintain the 501(c) (3) status. The exception is perishable food which the Daily Team Leader chooses to distribute to volunteers so that it will not be wasted.
4. To the maximum extent permitted by applicable law, I, for myself, my heirs, executors, administrators, or anyone else who might try to claim on my behalf, covenant not to sue and waive, release, indemnify, hold harmless and forever discharge AIFC and its officers and program participants, from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me or to any property belonging to me while participating in volunteer activity for AIFC. Thus, I agree that AIFC bears no responsibility in case of an accident or health problem which I may encounter as a result of activities carried out in connection with my volunteer activity or otherwise.
5. I am taking this position freely and for my own benefit, and that the AIFC has made no promises to me, including any promises of employment, to induce me to provide these services to it.
6. I understand, if I drive my personal vehicle on behalf of AIFC, I must have liability insurance for my vehicle of at least \$35,000 as required by Section 16056 of the California Vehicle Code.
7. I agree to respect and adhere to the AIFC rules, policies and guidelines that relate to volunteer activity and the program in which I serve; accept guidance and support from lead volunteers; participate in required training programs and work cooperatively with other AIFC volunteers.
8. I will respect and uphold the rights and dignity of all volunteers, and all individuals who participate in the AIFC programs recognizing that people's values, beliefs, customs, and strengths differ; commit no illegal or abusive act and refrain from the use of tobacco, alcohol, controlled substances and inappropriate language while serving as a volunteer.

9. Any felony conviction or charges involving children will disqualify me as a volunteer. I understand that the Megan's Law web site will be checked prior to my being placed as a volunteer.

10. AIFC reserves the right to reject an applicant or dismiss a volunteer for any reason which the program, in its sole judgment determines may affect the best interest of the program. Furthermore, AIFC reserves the right to withhold the reason(s) for such refusal.

11. I agree to abide by the AIFC's Anti-Harassment and Anti-discrimination Policy and help ensure that AIFC remains free of unlawful harassment and discrimination. I will encourage participation of and respect for individuals of diverse backgrounds, cultures, religions, and perspectives.

### **AIFC Anti-Discrimination and Anti-Harassment Policy**

The Auburn Interfaith Food Closet (AIFC) is committed to providing its clients and volunteers with an environment that ensures everyone is treated with dignity and respect and ensures equal rights that are provided to everyone without discrimination. AIFC supports the principles contained in the federal and state laws and will ensure the practices, policies and procedures are applied in a manner that supports an environment free of harassment and discrimination.

It is the policy of the AIFC to make all possible attempts to prohibit discrimination and harassment in our facility. Moreover providing fair and equal treatment of all clients and volunteers is best achieved where all individuals interact with mutual respect for each other's rights. Every person has the right to equal treatment without discrimination because of race, national or ethnic origin, color, citizenship, creed, gender identity, gender expression, sexual orientation, age, criminal conviction, marital status, family status and physical or mental disability (including dependence on alcohol or drugs).

Every person has the right to freedom from harassment because of race, national or ethnic origin, color, citizenship, creed, gender identity, gender expression, sexual orientation, age, criminal conviction, marital status, family status and physical or mental disability (including dependence on alcohol or drugs).

#### Anti-Discrimination Policy

The AIFC will not discriminate against any volunteer or client on the basis of race, color, national origin, sex, age or disability or any other group protected by state and federal law.

#### Anti-Discrimination Reporting Procedure

Any volunteer or client who believes he or she has been subjected to any form of unlawful discrimination is encouraged and expected to immediately notify the team

leader or AIFC President. If a team leader is notified, the team leader must provide the information to the AIFC President who will investigate the matter

The procedure for reporting incidents of discrimination is not intended to impair, replace, or limit the right of any volunteer to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

### Anti-Harassment Policy

AIFC is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All volunteers are expected and required to abide by this policy. No person will lose their volunteer position as a result of bringing complaints of unlawful harassment.

### Anti-Harassment Reporting Procedure

If a volunteer feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her team leader or AIFC President. If that person is not available, or if the volunteer feels it would be unproductive to inform that person, the volunteer should immediately contact the AIFC President. If a team leader is notified, the team leader must provide the information to the AIFC President who will investigate the matter

Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any volunteer to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

### Disciplinary Measures for Harassment

Any AIFC volunteer engaging in improper harassing behavior will be subject to disciplinary action, including the possible removal from volunteer eligible status.

## Definition of Sexual Harassment

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the AIFC computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.