



Volunteer Policies and Safety Rules

1204 Greenbush St., Lafayette, IN 47904
www.Food-Finders.org

Food Finders Food Bank (“FFFB”) is a charitable, non-profit organization with a mission to collaborate with other organizations to provide food for people in need and to educate, advocate, and address food insecurity in North Central Indiana. By signing below, I, the Volunteer (or the Volunteer’s legal guardian, on the Volunteer’s behalf), agree that:

- 1. Policies and Safety Rules.** For my safety and that of others, I will comply with FFFB’s volunteer policies and safety rules and its other directions for all volunteer activities. These include, but are not limited to, any policies and rules printed on this form and information provided during orientation.
- 2. Awareness and Assumption of Risk.** I understand that my volunteer activities at, or associated with, FFFB have inherent risks that may arise from FFFB’s operations, my own actions or inactions, or the actions or inactions of FFFB, its directors, officers, employees and agents, other volunteers, and others present at FFFB. These risks may include, but are not limited to, working around vehicles, lifting objects, and performing repetitive tasks. I assume full responsibility for any and all risks of bodily injury, death or property damage caused by or arising directly or indirectly from my presence or participation at FFFB, regardless of the cause.
- 3. Waiver and Release of Claims.** I waive and release any and all claims against FFFB, its directors, officers, employees, and agents (collectively, the “Released Parties”), for any liability, loss, damages, claims, expenses and attorneys’ fees (collectively, “Liabilities”) resulting from death, or injury to my person or property, caused by or arising directly or indirectly from my presence at FFFB, or participation in activities on behalf of FFFB, regardless of the cause and even if caused by negligence, whether passive or active. I agree not to sue any of the Released Parties on the basis of these waived and released claims. I understand that FFFB would not permit me to volunteer without my agreeing to these waivers and releases.
- 4. Medical Care Consent and Waiver.** I authorize FFFB to provide to me first aid and, through medical personnel of its choice, medical assistance, transportation, and emergency medical services. This consent does not impose a duty upon FFFB to provide such assistance, transportation, or services. In addition, I waive and release any claims against the Released Parties arising out of any first aid, treatment or medical service, including the lack or timing of such, made in connection with my volunteer activities with FFFB.
- 5. Infectious Disease Outbreak.** FFFB will take proactive steps to protect the workplace in the event of an infectious disease outbreak, such as COVID-19. It is the goal of FFFB that during any such time period, we will strive to operate effectively and ensure that all essential services are provided and that the employees and volunteers are safe within the workplace. The FFFB leadership team, with local, state, and federal official guidance, actively monitors and coordinates events around any infectious disease outbreak, including COVID-19, and creates and implements work protocols to continue to promote safety.

I acknowledge that my participation as a FFFB volunteer is entirely voluntarily. Given the ongoing concerns about the COVID-19 outbreak, the risk of contracting COVID-19 or incurring other injury or illness (which could be serious or disabling) is always present and cannot be entirely eliminated. Further, while providing volunteer services to FFFB, I may not be able to practice “social distancing” and may be in close proximity with individuals who could potentially be infected with COVID-19. WITH KNOWLEDGE OF THESE RISKS, I AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY OR ILLNESS OR DEATH, INCLUDING RELATED TO COVID-19 CONTRACTED DURING THE TIME THAT I AM VOLUNTEERING WITH FFFB. I further understand that my health and safety is my responsibility and that I am free at any time to refuse, and should refuse, to do anything for FFFB that I am not comfortable with or that may pose a hazard to the health or safety of myself or anyone else. In consideration of the opportunity afforded you to volunteer with FFFB, you, on behalf of yourself and, to the extent permitted law, on behalf of your spouse, heirs, executors, administrators, assigns, and other persons or entities acting or purporting to act on your behalf, hereby generally and completely release, acquit, and forever discharge FFFB and its current and former directors, officers, employees, agents, successors, affiliates, assigns, sponsors, donors, volunteers and representatives (collectively, the “Released Parties”) of and from any and all claims, liabilities, and obligations, both known and unknown, that arise out of or are in any way related to your volunteering with FFFB. This Waiver supersedes and replaces any prior or contemporaneous discussions and

agreements, whether written or oral, between the Parties with respect to the subject of this Waiver. Please self-monitor for signs and symptoms of COVID-19.

6. Indemnification. I will defend, indemnify, and hold the Released Parties harmless from and against any and all Liabilities, including without limitation, Liabilities arising from any injury, property damage, or death that may be suffered by me or any other person in a relationship with me, which may arise directly or indirectly from my volunteer activities for FFFB, except and only to the extent the liability is caused by the gross negligence or willful misconduct of the relevant Released Party.

7. Publicity. I consent to the unrestricted use in any form of any photographs, interviews, film, videotapes, other visual or auditory recordings, in any other medium, including the Internet, of me that the Released Parties or others may create in connection with my participation in activities at or for FFFB. I waive any right to inspect or approve the finished product and acknowledge that I am not entitled to any compensation for creation or use of the finished product.

8. Confidentiality. As a volunteer, I may have access to sensitive or confidential information. This information includes, but is not limited to, identity, address, contact information, credit card numbers, disability status, and financial information of FFFB clients, volunteers, donors, and staff. At all times during and after my participation, I agree to hold in confidence and not disclose or use any such confidential information except as required in my FFFB volunteer activities or as expressly authorized in writing by FFFB's Executive Director.

9. Criminal History Disclosure. I understand that I have a duty to disclose to FFFB any criminal charges or convictions to which I am subject at any time either prior to or during my tenure as a volunteer for FFFB. Any felony conviction, or charges involving violence or crimes against children, will result in immediate termination of the agreement.

10. Volunteer Not an Employee. I understand that (i) I am not an employee of FFFB, (ii) that I will not be paid for my participation, and (iii) I am not covered by or eligible for any insurance, health care, worker's compensation, or other benefits. I may choose at any time not to participate in an activity, or to stop my participation entirely, with FFFB.

Volunteer Policies and Safety Rules

We are committed to treating every volunteer, employee, and customer with dignity, compassion and respect. As a volunteer, you must be aware of and comply with our volunteer policies and safety rules.

Conduct and Safety:

1. Volunteers must treat visitors to Food Finders Food Bank, other volunteers, and staff with dignity, compassion, and respect. Harassment of any kind will not be tolerated.
2. FFFB understand that we have volunteers across our programs who may wish to receive food assistance. Volunteers who wish to shop must follow the same eligibility and procedures that all of our guests do by filling out an intake form or mobile pantry sign-in sheet and following the regular check out process.
 - Volunteers are never allowed to shop or “cherry pick” (holding, saving, setting food aside during their volunteer shift). Likewise, a FFFB staff should never do this for our neighbors or volunteers. This behavior should be reported to a Director or Volunteer Manager.
 - Volunteers may shop *after* their shift and must be checked out by a FFFB employee.
 - Mobile Pantry volunteers must follow all the same protocol, and may shop from what is available at the end of their shift.
 - The ability to receive food should not be used or viewed as an incentive for volunteering.
3. Volunteers must not eat or drink in the warehouse or Fresh Market shop floor. Instead, please use the break-room.
4. Volunteers must smoke in designated areas only.
5. We are a drug- and alcohol-free workplace. Any volunteer who distributes, possesses, or is under the influence of any drug or alcohol, or who smells of alcohol, will have their service terminated immediately.
6. Mobile Pantry and Fresh Market volunteers must sign our civil rights training form prior to their first shift.

Safety Rules:

1. Volunteers must always be safety conscious. This includes preventing injuries by using proper lifting techniques and asking for help if needed. Volunteers must report any unsafe conditions or practices to their supervisor.
2. Volunteers must not operate any machinery or equipment unless authorized by their supervisor.
3. Volunteers must immediately inform their supervisor if they suffer from fatigue, illness, discomfort due to repetitive tasks, side effects of medication, or any other causes that may affect workplace safety.
4. Volunteers must not engage in any horseplay or scuffling at the Food Bank.
5. Volunteers must keep the workspace, restrooms, and break-room clean and orderly. Stack objects and ensure they are placed properly so they do not fall or obstruct aisles, doors, fire exits, or stairs.
6. Volunteers must wash their hands after eating, smoking, touching their face or hair, or using the restroom.
7. Volunteers must not use cellular/smart phones, headphones, iPods, MP3 players, or other electronic devices while performing volunteer activities as these devices may impede awareness and alertness.

The Food Bank reserves the right to terminate service of any volunteer who violates our policies, or whose work and/or conduct is found to be unacceptable by their assigned supervisor.



FFFB STAFF: Complete Information

Group: _____

Program: _____

Shift: _____

Date: _____

Volunteer Liability Waiver

In conjunction with my voluntary involvement in activities undertaken for, and with the participation and support of the Food Finders Food Bank, a non-profit charitable organization, I hereby agree, for FFFB, its officers and directors, employees, agents, and volunteers from all claims, demands, and actions for injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence, and I agree to release and hold the Food Finders Food Bank, its officers and directors, employees, agents and volunteers harmless from any cause or action, claim, or suit arising therefrom. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the foregoing terms and conditions of this release. I hereby grant and convey unto FFFB all right, title, and interest in all photographic images and video or audio recordings made by FFFB during my, and any accompanying minor's work with FFFB.

Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone Number: _____ Email Address: _____

Emergency Contact Name: _____ Phone Number: _____

Relationship to Volunteer: _____

How did you hear about Food Finders? _____

Would you like to join our eNewsletter?

Would you like to be a Fresh Market First Responder?

Our first responders receive text messages when Food Finders needs additional pantry volunteers at the Fresh Market.

Signature

Date

Legal Guardian Signature (if under 18)

Name (Print)

Legal Guardian Name (if under 18)