

# Volunteer Code of Conduct Policy

*The Food Bank aims to create a fun and safe environment for our volunteers. Please familiarize yourself with the code of conduct policy for working at the warehouse, off-site food distributions, and other volunteer activities.*

**Punctuality-** Volunteers are expected to arrive on time and stay for the entire duration of the shift. When one volunteer arrives late or leaves early, it impacts the productivity of the whole group. We are at our best when we work as a team.

**Health-** Volunteers will not volunteer if ill. The food bank is a food handling establishment and volunteers will not be allowed to complete a shift if the volunteer has any open and infected wounds or sores. If a volunteer is showing symptoms of any kind, we will ask the volunteer to please leave and return when they are symptom free.

**Accommodations-** The food bank will try to make accommodations for volunteers with varying abilities; however, Second Harvest Food Bank must be able to ensure the safety of all volunteers at all times.

**Anti-Theft-** The food bank has a ZERO tolerance policy for theft, and if a volunteer is suspected or found stealing, they will be immediately dismissed. To avoid any confusion, volunteers agree to not take anything that is not directly given to them by staff.

**Firearms-** Second Harvest Food Bank prohibits the possession, concealment, use or transfer of any firearms while on food bank property, and any other property, owned or operated by Second Harvest Food Bank. This includes buildings, parking lots, walkways, and any other property owned or operated by Second Harvest Food Bank.

**Drug and Tobacco Free-** Volunteers will not use, possess or be under the influence of any illegal drugs or controlled substances. This also includes alcohol and marijuana. Second Harvest Food Bank is a drug and tobacco free work environment. Staff, volunteers, and visitors are not permitted to possess, sell, use or be under the influence of any drugs or alcohol while on food bank property or food distribution sites. The use of tobacco products- including chewing tobacco, snus, e-cigarettes, etc.- are not permitted on any property owned or operated by the food bank.

**Conduct-** All volunteers are to follow instructions and treat staff and other volunteers with courtesy, dignity and respect. We are at our best when we work as a team. To ensure that the volunteer experience is fun and productive, volunteers must follow all instructions from food bank staff. Sexual harassment, violence, harassing behavior or offensive speech will not be tolerated by staff or volunteers. Volunteer are to report incidents immediately to staff members.

**Failure to follow any of these policies listed above will result in permanent dismissal and volunteers will no longer be allowed to participate as a volunteer in ANY food bank event or activity. Volunteers please be informed:**

1. First offense, volunteer will be given a verbal warning and or asked to leave.
2. Second offense, volunteers will be given a written warning and asked to leave.
3. Third offense, volunteer will be dismissed permanently.

**Second Harvest Food Bank reserves the right to ask volunteers to leave if:**

- Volunteers do not follow instructions given by staff.
- Volunteers act in a disrespectful or inappropriate manner.
- Volunteers arrive late.
- Volunteers are suspected of theft.
- Volunteers are suspected of being under the influence of drugs or alcohol.