

## **8.14 Guidelines for Volunteer Service**

### Policy:

It is the Policy of Licking/Knox Goodwill Industries, Inc. to encourage and support any volunteer groups or individuals interested in providing volunteer service.

### Procedure:

A volunteer is defined as any group or individual who performs services for Licking/Knox Goodwill Industries, Inc. on a true volunteer basis, i.e.: not under court order or other legal obligation, and without any expectation of financial compensation. The Human Resource Department will maintain all necessary applications and forms required prior to any volunteer service.

The following procedure shall be followed:

1. Prospective volunteers shall receive training in confidentiality, emergency procedures, sexual harassment, accident/incident reporting, Drug Free Workplace, Right to Know (if applicable) and bloodborne pathogens.
2. The following forms must be completed and signed by the prospective volunteer:
  - Release of Liability
  - Volunteer Task Description with confidentiality statement
  - Emergency Medical Authorization
  - Public Relations/Photo Release
  - Authorization for Background Check
3. The volunteer hours shall be recorded using a Volunteer Sign In/Out Sheet and verified by the assigned department supervisor.
4. The Human Resource Department shall collect completed packets and receive monthly Volunteer Sign In/Our Sheets.
5. All documentation shall be maintained in the Human Resource Department.
6. At the end of service, volunteers will be asked to complete an exit survey and will be sent a letter of appreciation.

Background checks and/or criminal history information or verification will be required for any volunteers placed within the organization. If information found through a background check indicates a problem could be created by the placement of a volunteer at a work site, placement may be reconsidered at the discretion of the assigned supervisor in consultation with the Director of Human Resources. Licking/Knox Goodwill Industries, Inc. reserves the right to deny the placement of a volunteer within the organization. Any volunteer requiring disciplinary action will be asked to terminate service with the organization.