

VOLUNTEER POLICIES

These are our detailed policies regarding volunteers at the PVPLC; most of these are not included in your orientation booklet. These policies cover the definition of a volunteer, confidentiality, when additional screening is necessary, inappropriate communications, when volunteers can represent the PVPLC, ending your role as a volunteer with the PVPLC and dismissal of a volunteer

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The PVPLC reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Executive Director, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Project Manager.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the PVPLC. A "volunteer" must be officially accepted and enrolled by the PVPLC prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of the PVPLC.

Volunteers Under 18

If you are under 18, you are required to obtain your parent or legal guardian's signature of approval in order to participate. Your parents are invited to call or e-mail the PVPLC Project Manager, with any questions or comments about our program.

Service at the Discretion of the PVPLC

The PVPLC accepts the service of all volunteers with the understanding that such service is at the sole discretion of the PVPLC. **Volunteers agree that the PVPLC may at any time, for whatever reason, decide to terminate the volunteer's relationship with the PVPLC.** The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the PVPLC. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Representing the PVPLC

Volunteers are asked to not contact organizations or individuals on behalf of the PVPLC unless they are given express written directions to do so by the Project Manager. Prior to any action or statement which might significantly affect or obligate the PVPLC, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the PVPLC as specifically indicated within their job descriptions and only to the extent of such written specifications.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, donor, or other person or involves overall PVPLC business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the PVPLC or other corrective action.

Screening/Reference Checks

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description.

Orientation

Volunteers are expected to follow all directions provided to them in the volunteer orientation, received after their submission of a completed volunteer application.

Physical Demands

Volunteering for habitat restoration and related types of activities can require physically demanding work. Oftentimes work locations may involve steep slopes, unstable footing, and difficult terrain. Hiking, standing for long periods of time, and manual labor should be expected.

Inappropriate Communications

If at any point you receive any type of attention or communication that you feel is inappropriate, for any reason, and you believe you have received it in conjunction with your involvement with the PVPLC, please forward a report and other details about the communication to the PVPLC Project Manager.

Ending Your Volunteer Role

You can cease volunteering with the PVPLC at any time. Advance notice is appreciated.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the PVPLC or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of PVPLC materials, abuse or mistreatment of staff or other volunteers, failure to abide by volunteering policies and procedures, and failure to satisfactorily perform assigned duties.

The Palos Verdes Peninsula Land Conservancy is committed to maintaining an equal opportunity, non-discriminatory work place. **We are also a drug-free workplace and any behavior not consistent with these ideals may be grounds for termination if it occurs during volunteer time or at PVPLC locations.**

Standards of Conduct

Each volunteer has an obligation to observe and follow the organization's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a volunteer effort, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension and/or discharge. The appropriate disciplinary action imposed will be determined by the organization. The organization does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the organization's policies or safety rules; insubordination; unauthorized possession, use or sale of alcohol or controlled substances on PVPLC premises or during volunteering hours; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; gambling; physical harassment; sexual harassment; disrespect toward fellow volunteers, visitors, PVPLC staff or other members of the public; performance of non-PVPLC activities/tasks/work or use of organization property, equipment or facilities in connection with non-PVPLC work while volunteering; or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

I have read, understand, and agree to the above policies.

Signature of Parent or Guardian

Printed Name of Parent or Guardian

Date

Signature of Volunteer / Youth Volunteer

Printed Name of Volunteer / Youth Volunteer

Date

