



CANINE COMPANIONS FOR INDEPENDENCE, INC. VOLUNTEER AGREEMENT

Confidential Information

During your volunteer activities with Canine Companions for Independence (“CCI”), you may be provided access to, or become acquainted with, information of a confidential, proprietary, and/or trade secret nature. It is the policy of CCI to safeguard confidential, proprietary, and/or trade secret information, particularly confidential information regarding CCI, its suppliers, participants, graduates, volunteers and employees (“Confidential Information”). Confidential Information includes but is not limited to CCI’s training manuals and methodology, personnel manuals, donor lists, private information about graduates and applicants, and contact information related to any of the individuals listed above.

Information designated as Confidential Information may not be discussed with anyone outside the organization and may be discussed within the organization only on a “need to know” basis and only when authorized by the Volunteer Coordinator or another CCI employee. Volunteers have the responsibility not to reveal or divulge any such Confidential Information unless it is necessary to do so in the performance of their volunteer duties.

Volunteers may not take any Confidential Information from CCI’s premises, except as authorized by the Volunteer Coordinator or another CCI employee. Any such Confidential Information must be returned immediately upon request.

Your signature below indicates that you agree not to reproduce, disclose, or otherwise disseminate any of CCI’s Confidential Information.

Harassment Policy

It is the policy of CCI to provide a work environment free of harassment for all employees and volunteers. CCI will not tolerate verbal or physical conduct by any employee or volunteer who harasses, disrupts, or interferes with another’s work performance or creates an intimidating, offensive, or hostile environment.

Volunteers are expected to abide by CCI’s harassment policy, and to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment of employees, applicants or volunteers will be tolerated. CCI policy prohibits sexual harassment, harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, citizenship status, military service status, or any other basis protected by federal, state or local law or ordinance or regulation. This policy applies to harassing conduct by supervisors, board members, employees, contractors, vendors, volunteers or program participants.

Any sexually harassing or offensive conduct in the workplace, whether committed by supervisors, employees, volunteers, contractors or vendors, is prohibited. This conduct includes, but is not limited to the following behavior:

- Verbal or written conduct such as epithets, derogatory jokes and/or lewd comments, sexual jokes or references, offensive personal references, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

- Unwanted physical contact or conduct of any kind, including assault, sexual flirtations, touching, advances, or propositions, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued volunteer opportunities or employment, continuing to express sexual or inappropriate interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence or affect an employee or volunteer;
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages;
- Retaliation for reporting or threatening to report harassment.

Complaint Procedure: Any volunteer who believes that he or she has been subject to harassment in violation of this policy has a responsibility to report or complain about the situation immediately. The report or complaint should be made to the Volunteer Coordinator, the Human Resources Department or the Chief Executive Officer. The complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. We ask that volunteers cooperate in any investigation. A timely resolution of each complaint will be reached and communicated to the parties involved by a CCI representative.

Any volunteer, employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. CCI prohibits any form of retaliation for bringing complaints or providing information about harassment. If you have any concerns about retaliation, please contact Human Resources.

Acknowledgement

I acknowledge receipt and understanding of CCI's Volunteer Agreement, and agree to abide by its terms.

Signature: _____ Date: _____

Print name: _____

Guardian's consent if under 18 years of age

I am the parent or guardian of the above mentioned volunteer. I hereby approve the foregoing and consent to the terms mentioned above. I affirm that I have the legal right to issue such a consent.

Signature: _____ Date: _____

Print name: _____