* Drug Free Work Place Policy:

The Lord’s Pantry is a drug free work zone and prohibits the use or sale of any controlled substance by any volunteers including alcohol. If a volunteer reports for work under the influence they will be sent home and not welcome to return.

* Release from Liability:

 I do hereby release, hold harmless, and discharge The Lord’s Pantry and their respective officers, agents, employees, and all persons conducting, directly and indirectly, the activities surrounding my involvement as a volunteer at The Lord’s Pantry from any and all claims, rights, demands, actions, causes of action, expenses or damages, which I or my heirs, personal representative, successors, assigns or anyone claiming by, through or under me ever had, now have, or may have against the parties identified above rising from any injury, act of omission relating in any way to my participation as a volunteer. I further acknowledge that my participation is voluntary and that I will not receive financial compensation for duties performed.

* Photography Release:

 I also hereby authorize The Lord’s Pantry to publish photographs taken of me for use in the Pantry’s print, online, social media, video-based marketing materials, and other publications. I hereby release and hold harmless The Lord’s Pantry from any reasonable expectation of privacy or confidentiality associated with the images specified above. I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever. I hereby release The Lord’s Pantry, its contractors, its board, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

* Confidentiality Agreement:

It is the policy of The Lord’s Pantry to ensure that the operations, activities, and affairs of The Lord’s Pantry and our clients and donors are kept confidential. Every volunteer is to hold in complete confidence all information about our clients, their families and donors. Volunteers who violate this policy may be asked to terminate their service with The Lord’s Pantry. By signing this Agreement, each volunteer agrees to abide by the Confidentiality Policy.

* Personal Use of Items.

Food and non-food items are donated to The Lord’s Pantry for various purposes. Products donated for distribution to clients cannot be used for any other purpose. As a result, volunteers are not permitted to remove donated items from the building for personal use and consumption without registering with the Registration Coordinator. Any unauthorized removal of The Lord’s Pantry property or information is theft and is illegal. The Lord’s Pantry reserves the right to search volunteers, including packages or other items if theft or other serious misconduct is reasonably suspected. Theft will constitute immediate removal from the property and prosecution to the fullest extent of the law.

* Policy Against Harassment

The Lord’s Pantry is committed to maintaining a work environment free of unlawful harassment. The Lord’s Pantry prohibits harassment based on sex (including sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and harassment based on race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected under federal or state law or local ordinance or regulation. All such harassment is unlawful. The Lord’s Pantry policy applies to all persons involved in the operation and prohibits unlawful harassment by any volunteer of The Lord’s Pantry including board member, volunteer and client.

* Policy Against Sexual Harassment

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

Threatening, directly or indirectly, to retaliate against a volunteer or client, if the volunteer/client refuses to comply with a sexually oriented request; Engaging in sexually suggestive physical contact or touching another volunteer/client in a way that is unwelcome; Displaying, storing, or transmitting pornographic or sexually oriented materials using The Lord’s Pantry equipment or facilities; Engaging in indecent exposure; or Making sexual or romantic advances toward a volunteer/client and persisting despite the volunteer/client 's rejection of the advances. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Volunteer/client are prohibited from harassing other volunteers/clients whether or not the incidents of harassment occur on The Lord’s Pantry premises and whether or not the incidents occur during working hours.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

**Volunteer's Code of Conduct**

* Come prepared to volunteer. Closed toe shoes and long pants are required for food sorting. Sandals, tank tops, shorts, offensive clothing and headphones are not permitted. Dress appropriately for your duties.
* For example, physical work requires clothing that is comfortable and durable. Clothes should not reveal any part of the cleavage, midriff or buttock. NO EXCEPTIONS.
* Volunteers must sign in at the beginning of their shift and sign out at the end of their shift.
* All clients must be treated with patience and respect.
* If you are experiencing difficulty with a client, please call on one of the Board Members to intervene.
* Be courteous, friendly and cooperative.
* You must follow the food distribution plan for the day you are volunteering. This plan was developed to help us ensure we are able to continue to provide similar amounts of food on an ongoing basis. Because of this, we cannot provide extra food or substitute any items.
* Any injury, accident, or incident where you might have experienced harm while volunteering must be reported to a Pantry’s Board Member.
* Please let us know if you have any restrictions that prevent you from lifting.
* If you are asked to perform a task or have a volunteer situation that is uncomfortable for you, please talk with any Board Member.
* **The following behaviors are not permitted**. Individuals who exhibit any of these behaviors will be asked to leave and will not be allowed to volunteer in the future:
	+ Offensive or derogatory comments or jokes, including epithets or slurs
	+ Yelling, intimidation or threats
	+ Pushing, hitting or any physical contact with a client, staff or other volunteer
	+ Questioning a client’s right to food distribution or preventing a client from receiving food.

Remember we are here to be the Hands, Feet and Heart of Christ. Show His love to those we are called to serve.