

CEO Volunteer Policies

Non-Facility Personnel Warehouse Conduct Agreement

To ensure the McGowan Center for Healthy Living is operating in safe and sanitary conditions, contractors and non-facility personnel and volunteers are to abide by the following rules:

1. Wash hands with soap that cleans and sanitizes upon entering the facility, and after eating, drinking, smoking, using the restroom, or as needed
2. Personal items are prohibited in work and storage areas
3. No smoking or tobacco use on grounds
4. Do not enter the warehouse when showing symptoms of a communicable disease
5. Do not enter restricted warehouse areas without a food bank employee
6. Ensure cuts or open wounds are treated immediately to prevent contamination

By signing this form, you agree to uphold these practices in order to prevent product contamination at the McGowan Center for Healthy Living.

Product Use Policy

Food Bank inventory items including all food, water, snacks, and non-food (i.e. cleaning supplies, plates, silverware, clothing, medicines, etc.) are not for volunteer consumption or usage.

Photo/Video Release and Consent Form

Individuals who donate to, volunteer for, or receive food from Commission on Economic Opportunity and/or the Weinberg Regional Food Bank are occasionally asked to be part of publicity, publications, and/or public relations activities. In order to guarantee personal privacy and ensure your agreement to participate, Commission on Economic Opportunity & the Weinberg Regional Food Bank ask that you sign this form.

Your signature indicates approval for your name, picture, verbal statements or portraits (video or still) to appear in publicity for the Commission on Economic Opportunity and the Weinberg Food Bank. The Commission on Economic Opportunity and/or the Weinberg Regional Food Bank may use the pictures and/or videos in subsequent years. I authorize Commission on Economic Opportunity and/or Weinberg Regional Food Bank to use my photograph in any or all of its publicity. Said photographs shall remain and be the property of the Weinberg Regional Food Bank. They may be used with or without my name.

I, also, agree I will not be compensated for these pictures and my consent and release have been given without coercion or duress.

I hereby release the Commission on Economic Opportunity and the Weinberg Regional Food Bank, any of its associated or affiliated services, their directors, officers, agencies, and employees from all claims of any kind of account of such use. I have read the foregoing and fully understand the contents.

Anti-Discrimination Policy

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

This organization receives support from the U.S. Department of Agriculture and is an equal opportunity provider. As such, we will uphold the civil rights of our clients by providing equal treatment for all applicants and beneficiaries.

I understand my responsibility as a volunteer, providing federal funded food and services to the public, to uphold the civil rights of applicants and recipients. I will provide equal treatment for all.

Confidentiality of Client Information

It is the policy of the Commission on Economic Opportunity that confidentiality of client information is of utmost importance. All information obtained from or concerning our clients is privileged communication. This includes the identity of our clients. Employees and volunteers are prohibited from disclosing or discussing the identity of our clients or any information pertaining to any individual without the prior written consent of the individual to whom the information pertains.

1. Access to client information will be limited to those employees/volunteers who have a "need to know". This will normally relate to the immediate caseworker, the appropriate supervisor, and senior level management involved with decision-making.
2. Employees/volunteers handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the agency as well as the client.
3. Employees/volunteers are prohibited from disclosing confidential client information, including the identity of our clients, to anyone outside the organization until such information has been made available to the public by management. This includes any discussion whatsoever, after working hours or when away from the confines of the work place or place of volunteering.

When you sign-in, on-site, you will be asked to sign that you agree to the preceding policies: Non-Facility Personnel Warehouse Conduct Agreement, Product Use Policy, Photo/Video Release and Consent Form, Anti-Discrimination Policy, and Confidentiality of Client Information.