

- Refrain from running, fighting, horseplay or distracting others.
- Report any unsafe items to the closest NRCA staff member immediately.

If a volunteer/intern is injured during volunteer service, regardless of the severity of the injury, the volunteer must immediately notify the supervisor.



NRCA prohibits firearms and weapons of any sort, contraband, illegal drugs, or alcohol at its facilities, temporary work sites, vehicles or in volunteer's personal vehicle while on agency property.

Volunteers/interns should consult their NRCA staff supervisor for hazardous materials training at their site.

Volunteer Insurance

NRCA maintains a secondary insurance policy for volunteer/interns when performing NRCA activities. The volunteer/intern's personal insurance policy is primary. Insurance claim responsibility will be determined by the agency's insurance provider.

Accidents involving a personal auto will be handled primarily by the individual's personal auto insurance provider.

NRCA Property

NRCA supplies and equipment, including copy machines and postage, are for NRCA use only.

NRCA reserves ownership of all agency property.

Volunteer's Personal Property

We encourage you to leave valuable personal belongings in your vehicle during your time of volunteer or internship service at NRCA. NRCA is not responsible for lost, broken or stolen items and may not be covered under NRCA insurance.

All personal property brought onto NRCA's property may be inspected for the purpose of enforcing NRCA policies.

Conflict of Interest Policy

A volunteer must disclose, to the best of their knowledge, any personal or interest benefiting themselves or a family member.

Identifying a conflict or relationship does not necessarily mean there is a problem. By identifying conflicts and relationships, volunteers permit NRCA's Board and management to make an informed judgement to address issues through appropriate action or safeguards.

Fundraising and Sollicitation

All fundraising efforts to benefit NRCA sponsored by outside organizations must be approved by a member of NRCA Senior Management.

NRCA staff must be present at all fundraising events.

All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.

All promotional materials to be used in fundraising campaigns must include the logo of NRCA and approved by the Program Director.

Fundraisers shall adhere to agency policies related to the handling of cash receipts.

Code of Conduct

Volunteers and Interns are expected to conduct themselves in a professional manner always.

NRCA does not tolerate misconduct.

Examples of misconduct include, but are not limited to:

- Discriminatory behavior or harassment
- Failure to report arrest or criminal conviction
- Dishonesty in any form
- Abusive or profane language
- Fighting or threatening to harm another person
- Possession of a weapon

Inquiries from the media must be referred to the CEO (540-633-5133, ext. 416).

If you disagree with a procedure or a directive from staff, wait until an appropriate time to discuss it with the staff, not in the presence of others.

Pictures and Videos

Some children do not have permission to appear in any social media or marketing materials. We ask volunteers/interns to get permission before taking any video or pictures.

Harassment Prohibited

NRCA will not tolerate sexual or other unlawful harassment.

Sexual harassment may include unwelcome sexual advances or requests for sexual favors; either verbal or physical nature. Any volunteer who engages in harassing conduct is subject to termination of service.

Volunteers who believe that they have been harassed during their service should immediately notify their supervisor or NRCA's HR Manager at the administrative office (540-633-5133, ext. 454).



VOLUNTEER/INTERN POLICIES



Volunteers do not necessarily have the time; they just have the heart.

~Elizabeth Andrew

Tips For Volunteers

- Inform your NRCA staff who supervise volunteers of the day and time you want to volunteer. *If you can't make it, call the staff so they will not continue to expect you.*
- If you have any questions or need help, immediately ASK FOR HELP, especially if there is an immediate threat of danger to a child or adult.
- We truly appreciate your help.
- **Sign your In-Kind sheet and plan to come another day!**

As approved by Board of Directors _____, 2018