



V. Supportive Environment

NRCA is committed to establishing a supportive environment for ~~volunteer~~volunteer/interns.

~~It is NRCA's policy to treat all volunteers/interns on the basis of merit, qualifications, and competence. This policy is applied~~ without regard to any individual's ~~sex~~gender/gender identity, race, religion, pregnancy, childbirth or related medical conditions, national origin, age, marital status, political affiliation, creed or color, or disability.

- As the NRCA volunteer community has roots in many cultures, we will work to promote respectful, sensitive, and proactive approaches to diversity

issues.

- We will treat each volunteer/intern as an individual while reinforcing a sense of belonging to the group.
- We will foster relationships so that clients are respected.

VI. Requirements

Orientation

At the beginning of an assignment, the supervisor will orient the volunteer/intern to the volunteer's responsibilities. As volunteers/interns proceed in placement, volunteers/interns should not hesitate to approach their supervisor for assistance, especially if a situation arises about which the volunteer/intern is unsure, even after training.



- I. Introductions
- II. Basic NRCA Information
 - NRCA Mission Statement
 - Staff – Roles and Responsibilities
- III. Schedule/Routine of Day-to-Day Activities
- IV. Volunteer/Intern Policies Handbook
- V. Necessary Documents
 - ~~Regular or on-going~~All volunteer/intern services require a signed volunteer/intern agreement form. ~~One-time activities do not require a volunteer agreement form.~~
 - Documentation of Current TB test, if required.
 - Volunteers/interns must give signed permission on the Publicity Release Form before their names or other personal information may be released in-to the media. (form is found at the end of this handbook).
- VI. Other Information for volunteers/interns, as applicable
 - Accident Reporting/Insurance coverage
 - Transportation Safety Guidelines
 - Correct Lifting Procedures
 - Confidentiality Policy and Form
 - ~~Fire Drills/Natural Disaster Plan~~NRCA Emergency Plan – site specific, including fire drills
 - Disease Prevention (bloodborne pathogens) Policy
 - Dress Code
- VII. Tour of Facility