

## **Western Wake Crisis Ministry Volunteer Guidelines, Safety Rules and Liability Waiver**

Cooperation with the rules and guidelines that have been established will make your experience, as well as our Client's, at the Western Wake Crisis Ministry rewarding and safe. Failure to follow these rules could result in serious injury or termination from the Volunteer Services Program.

Please be respectful of WWCM staff, clients, and your fellow volunteers. Every volunteer has the right to work in an environment free of harassment based on race, color, creed, religion, national origin, sex, sexual orientation, age, disability or marital status. Volunteers have the right to work in an environment free of unwelcome sexual advances, and other verbal or physical contact of a sexual nature. If you need to report a concern, please speak with the WWCM Director or the President of the Board of Directors for WWCM.

Under no circumstances will any person be allowed to work in the warehouse, food pantry, or Client-facing while under the influence of alcohol, illegal drugs or substances. Weapons are not permitted on the premises.

Although the Western Wake Crisis Ministry is a warehouse environment, you must dress appropriately and modestly at all times. Please observe the following guidelines:

- Wear close-toed shoes at all times. No sandals or flip-flops are allowed in the warehouse
- No extremely loose clothing or dangling jewelry
- Shorts are permitted, but must be mid-length to the knees
- No clothing with obscene or controversial messages
- No muscle shirts on men or women.
- No overly tight or sexually suggestive clothing

Do not block emergency exits, fire extinguishers, or any equipment requiring immediate access. In case of a fire in the pantry, immediately stop what you are doing and proceed to the nearest fire exit. No horseplay is permitted in the warehouse.

All dock and warehouse floors, aisles, and sitting areas on the dock are to be continuously free of debris, clutter and spills. Empty pallets must lay flat on the ground – not on the side or upright.

Climbing on equipment, machinery, racks, pallet stacks is prohibited. Please be cautious of your environment at all times. Volunteers must report all accidents and injuries or unsafe conditions or practices to the Crisis Ministry Director. Any pre-existing medical conditions that would restrict a person from performing any physical activities must be reported and on file before working in the warehouse/pantry. Any temporary medical condition that would restrict a person from performing certain physical activities must be reported. Use correct lifting techniques at all times. Do not attempt to lift over 50 pounds without assistance. Due to safety and security, this is strictly enforced at all times.

**Parental Permission (youth volunteers only):**

I will provide onsite supervision for my child/teenager at all times while they are volunteering at Western Wake Crisis Ministry. I understand that fellow volunteers/volunteer leaders are not responsible for the safety of minor volunteers. I have read the “WWCM Youth Volunteer Information Letter” provided to me with this form and have been provided with a copy for my records. Youth volunteers are not permitted to drive a vehicle in connection with Western Wake Crisis Ministry.

In the event of an injury parents/guardians authorize Western Wake Crisis Ministry staff & adult volunteers to seek treatment for minor volunteers and to take action should a medical emergency arise and waive and release my right for damages.

**Auto Insurance Information and Statement of Liability:**

I will not operate a personal vehicle for volunteer activities unless I have at least the minimum amount of liability insurance required by NC law.

**Liability Waiver:**

I, on behalf of myself, my personal representatives, assigns, heirs, and next of kin, do hereby agree to indemnify and hold harmless the Western Wake Crisis Ministry, its employees, volunteers or agents (the "Released

Parties") from any and all claims or causes of action that may arise out of the performance of my assigned duties as a volunteer. I waive any right of action I have against the Released Parties in consideration of my participation as a volunteer for the Western Wake Crisis Ministry.

I will grant the Western Wake Crisis Ministry the following rights in consideration of the organization's possible use of photographs or videotape of me/or mine for use in promoting the organization to the general public:

1. The Western Wake Crisis Ministry will have total ownership of these materials, and the right to edit and use for purposes of program promotion, advertising, or public relations.
2. The Western Wake Crisis Ministry's use of my name, likeness, or voice will not result in any liability to the Western Wake Crisis Ministry for payment to any person or organization.

If the Western Wake Crisis Ministry uses in its marketing or program promotion an appearance of a minor (a person under 18 years of age), then signature/permission supplied by the parent or guardian shall constitute a grant to the Western Wake Crisis Ministry of the rights referred to in paragraph number one and the disclaimer of liability set forth in paragraph number two on behalf of the minor.

**IT IS MY EXPRESS INTENTION AND THE EXPRESS INTENTION OF THE RELEASED PARTIES THAT THE RELEASE PROVIDED FOR IN THIS AGREEMENT RELEASE THE RELEASED PARTIES FROM THE CONSEQUENCES OF THE ACTS OR OMISSIONS OF THE RELEASED PARTIES, INCLUDING ACTS OF NEGLIGENCE OR ALLEGED NEGLIGENCE, AND INCLUDING WHERE SAME ARE THE CONTRIBUTING CAUSE OF THE CLAIM.**

I acknowledge that this waiver and release is being electronically signed by me voluntarily, without coercion, duress, or undue influence and with full knowledge of its terms and effects. I have read the above waiver and release of liability and fully understand its contents.