



SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

VOLUNTEER/INTERN HANDBOOK

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This Handbook issued to

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Sacramento, CA 95833

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Chapter 1-INTRODUCTORY POLICIES

Welcome to Sacramento Steps Forward

The purpose of this handbook is to briefly outline the volunteer/intern policies of Sacramento Steps Forward ("SSF"). It is intended to ensure the efficient and productive operation of SSF, to ensure that all organization Volunteers/-Interns understand the terms and conditions of their volunteerism, and to promote consistency in the experience of our volunteers/-interns. If you have any questions not answered in this handbook, please ask the Chief Executive Officer for additional information.

Volunteering/Interning at Will

Unless otherwise specified, volunteering/interning with SSF is strictly at will and is for no fixed or definite term. This means that the volunteer/intern service may be terminated with or without cause and with or without advance notice at any time by you or us. Nothing in this handbook or in any document or statement shall limit the right to terminate the volunteer/intern service at-will. No supervisor, employee or volunteer/intern of the organization has any authority to enter into an agreement for volunteer/intern service for any specified period of time or to make an agreement for volunteer/intern service other than at-will. Only the Chief Executive Officer of the organization has the authority to make any such agreement, and then only in writing.

Volunteer/Intern Schedule

Volunteers/interns may have a set volunteer or internship schedule that they may keep on a daily, weekly, bi-weekly or monthly basis. Volunteers/interns are expected to be on time for volunteer/intern service, in the event that a volunteer/intern cannot make a volunteer/intern shift they should notify their Volunteer supervisor as soon as possible, preferably prior to the start of the volunteer/intern shift.

Unlawful Harassment

We intend to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, or visual will not be tolerated. This includes both sexual harassment as well as harassment based on an employee or volunteer/intern's status in a protected class. These classes include, but are not necessarily limited to race, color, religion, age, gender, genetic information, genetic characteristics, gender identity, gender expression, sexual orientation, transgender, persons transitioning, national origin or ancestry, disability, medical condition, marital status, veteran status, military status, or any other protected status defined by law. This policy also prohibits unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy extends to unlawful harassment of, or by collaborative partners, independent contractors, clients, or others with whom employees, volunteers/interns may come into contact with during their work for SSF.

Our workplace is not limited to our organization facilities, but may also include client and collaborative partner facilities, as well as anywhere a business-related function, or social function sponsored by the organization, is taking place.

What Is Workplace Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes, social media communication, messages or statements, pranks, intimidation, physical assaults or contact, or violence. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee or volunteer/intern for discussing or making a harassment complaint. In addition, this policy covers all individuals in the workplace, such as fellow employees, volunteers/interns, supervisors, outside clients, collaborative partners, independent contractors, or other non-employees who conduct business with our organization.

What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. When this conduct creates an offensive, hostile and intimidating working environment, it may prevent an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implied or stated and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may involve two women or two men. Harassment may exist on a continuum of behavior. For instance, one example of harassment may be that of an employee or volunteer/intern showing offensive pictures to another employee or volunteer/intern. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to, or customarily accepted for, the accomplishment of routine work in and around the workplace.

Generally, two categories of harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement or continuance in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or verbal or other conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee or volunteer/intern.

This behavior does not necessarily link improved working conditions in exchange for sexual favors. An employee or volunteer/intern may have a claim of harassment even if he or she has not lost a job or other economic benefit. The law prohibits any form of protected basis harassment that impairs an employee or volunteer/intern's working ability or emotional well-being at work.

We prohibit any employee or volunteer/intern from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual. We will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Responsibility

All SSF employees, volunteers/interns, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee or volunteer/intern who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the organization to do so.

Reporting

All reported incidents of prohibited harassment will be investigated in an effective, thorough and objective manner that provides all parties with appropriate due process and reaches reasonable conclusion based on the evidence collected. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to both the complainant and to the accused harasser(s). If you believe you have been harassed by any organization employee, volunteer/intern, client, or other business contact, confront the harasser and ask him/her to stop. While we encourage you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify the Chief Operating Officer immediately even if you are not sure the offending behavior is considered harassment. If the Chief Operating Officer is not available, please contact Human Resources. You may also notify the Chief Executive Officer.

Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee or volunteer/intern found to have harassed any employee or volunteer/intern will be subject to severe disciplinary action up to and including termination. SSF will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee or volunteer/intern making a good faith report of alleged harassment.

In addition, the organization will take appropriate action to remedy any loss to the complaining employee or volunteer/intern resulting from the harassment. The individual who makes unwelcome advances, threatens or in any way harasses another employee or volunteer/intern may be personally liable for such actions and their consequences.

All employees, volunteers/interns must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing (“DFEH”) investigates and may prosecute complaints of harassment. Whenever an employee or volunteer/intern thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that employee or volunteer/intern may file a complaint with the DFEH. DFEH can be contacted by calling either 1-800-884-1684 (voice) or 1-800-700-2320 (TTY), or via email at contact.center@dfeh.ca.gov. The California State DFEH website can be accessed at <http://www.dfeh.ca.gov>. SSF also has a brochure on sexual harassment which is available to all employees and volunteers/interns for additional information.

Chapter 2-VOLUNTEER POLICIES AND PRACTICES

Employer and Volunteer/Intern Property

Because even a routine inspection of SSF property might result in the discovery of an employee, volunteer/intern's personal possessions, you are encouraged not to bring into the workplace any item of personal property which you do not want to reveal to SSF.

In addition, all desks, offices, work spaces, credenzas, cabinets, electronic mail (e-mail), telephone systems, office systems, computer systems, and other areas or items belonging to the organization are open to the organization and its employees, volunteers/interns. **YOU SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS.** Personal items and messages or information that you consider private should not be placed or kept in any of these places or areas belonging to SSF.

Storage areas, work areas, file cabinets, credenzas, computer systems and software, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, tools, equipment, desks, voice mail, and electronic mail are organization property, and need to be maintained according to organization rules and regulations. All SSF-owned mobile electronic equipment (i.e. laptop, projector, recorder, etc.) will be labeled; you must inform the Chief Operating Officer or Executive Assistant of any planned use.

Desks and work areas must be kept clean and are to be used for work-related purposes. SSF property is subject to inspection at any time, with or without prior notice. Prior authorization must be obtained before any organization property may be removed from the premises.

For security reasons, you should not leave personal belongings of value in the workplace. Personal items and desks are subject to inspection and search, with or without notice, and with or without your prior consent.

Terminated employees and individuals no longer volunteering or interning should remove any personal items at the time they leave us. Personal items left in the workplace by previous employees, volunteers/interns are subject to disposal if not claimed at the time of your termination.

Office Building Regulations

All employees, volunteers/interns must comply with the written policies and procedures of the office building in which SSF leases space. Building policies may pertain to the condition of cubicle space, regulations regarding the use of the office space, and employee or volunteer/intern treatment of leased property. The current policies and procedures manual can be found at the desk of the Executive Assistant. Any questions regarding the lease agreement or regulations can be directed to the Chief Operating Officer.

Personal Property

Volunteers/interns are asked to refrain from bringing unnecessary personal property and/or personal property of significant value to work. Volunteers/interns are expected to exercise reasonable care with respect to their personal property. SSF is not responsible for the loss, theft, or damage of personal property. Articles of personal property found on the premises should be returned to the owner, if known, or turned in to a supervisor.

Communication Systems

SSF information systems, including the telephone, voice mail, internet, and electronic mail (e-mail) systems, are organization property. Documents, messages, or other communications are subject to SSF monitoring without notice to volunteers/interns or employees. In general, volunteers/interns and employees should use SSF information systems for organization business only. The organization reserves the right to access and disclose all messages sent over its communication systems for any purpose.

Computer System

Volunteers/interns and employees are strictly prohibited from downloading or installing any software, including software found on the Internet, onto SSF computers without permission from the Chief Executive Officer. Unauthorized downloading or software or files jeopardizes the organization's entire network and violators of the policy will have their volunteer/intern relationship accessed.

Social Media Policy

The organization understands that various forms of communication occur through social media, such as Facebook, Twitter, LinkedIn, blogs, and multimedia host sites such as YouTube. Such communications occur in social networking, blogs, and video sharing. It should be remembered that social media sites do not provide a private setting. Employees and volunteers/interns who communicate information through social media therefore should not expect that such information is private.

Employees and volunteers/interns must remember that all existing policies apply to information disseminated through social media. These guidelines are intended to help employees and volunteers/interns understand some of the unintended outcomes of sharing information through social media.

Application of Policies

The employer's policies and standards apply to conduct that occurs in the workplace and while employees and volunteers/interns are on duty, wherever they happen to be. They also apply to activities that occur during an employee or volunteer/intern's own time, outside of work, if the activities have an actual or potential impact on the employee or volunteer/intern's performance, the performance of coworkers, or the employer. Employees and volunteers/interns should therefore understand that they are responsible for certain activities that occur off the employer's premises or on their own time both to the employer and third parties. Nothing in this policy prevents employees or volunteers/interns from exercising their broad rights to discuss the terms and conditions of employment with others, to take action with others to improve your working conditions, or to otherwise exercise their rights to engage in protected concerted activity.

General Policies

The organization's policies regarding workplace conduct and interpersonal interactions are embodied in a number of policies, including policies that protect the organization's trade secrets, legal interests and confidential information. The policies also prohibit unlawful harassment and discrimination and require employees and volunteers/interns to use work time in an appropriate manner.

The principles set forth in the organization's policies apply equally to social media, even when the policies do not refer specifically to social media. Violations of any policy through social media or networking will be appropriately addressed when brought to management's attention.

Illustrations of some of the relevant policies and how they may apply to social media are provided below. The following guidelines apply to all employees and volunteers/interns when they are at work and away from work.

General Expectations

- Employees and volunteers/interns may not post or transmit any material or information that includes confidential, proprietary or trade secret information, or information that is untrue, defamatory, obscene, profane, threatening, harassing, abusive, hateful or humiliating to another person or entity. This includes, but is not limited to, comments regarding the organization or its employees, volunteers/interns or customers. Employees, volunteers/interns should ask their supervisors and refer to organization policies if they have any questions about what is appropriate to include in communications involving social media.

Harassment

- The organization cannot tolerate intimidation, bullying or threats of violence among co-workers and such acts, even if occurring on line outside of work, will result in serious consequences, including termination.
- The organization maintains a strict policy prohibiting unlawful harassment of any kind. Harassment is unlawful if it is based upon any legally protected characteristic. It includes unwelcome verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work environment or unreasonably interferes with work performance.

Reputation

- Employees and volunteers/interns should act responsibly and remember that untrue or defamatory postings can have serious consequences. Do not create fake blogs or false reviews of the organization or its competitors.

Acceptable Use Guidelines

- E-mail and Internet access is provided to support the organization's business. Users who are given access to these tools may not make personal use of them either during work or non-work time. Any use that includes tapping into electronic social media should be consistent with the organization's values, policies and applicable laws.
- Participation in social media sites should be limited during work time; incidental use during break time is not prohibited by this policy. Under no circumstances may employees or volunteers/interns access social media sites while performing safety-sensitive functions such as driving.

Opinions

- Employees and volunteers/interns should not refer to the organization without proper authorization to do so. Employees and volunteers/interns should at all times make it clear that their opinions do not represent those of the organization. They should include disclaimers in online communications advising that they are not speaking officially or unofficially on behalf of the organization.
- Employees and volunteers/interns may not use the organization's logo or proprietary graphics to imply that you are speaking on behalf of the organization.

Questions

- Employees or volunteers/interns who have concerns regarding workplace conduct or inappropriate behavior or comments are encouraged to contact Human Resources for further guidance.

Additional Guidance and Information

While the organization's policies offer very clear direction on some issues, there are other areas where common sense must prevail. When in doubt about posting, employees and volunteers/interns should consider the following:

- There is no expectation of privacy when engaging in social media networking activities. You may know everyone in the room when you have a conversation in person. This will not apply with social networking applications. You may not have full control over how your comments are perceived or shared.
- These are public forums. As a practical matter, it may be impossible to delete information that is shared. Comments may be publicly available for years.
- Even when you do not identify your employer by name in the communication or posting, some readers are likely to know where you work. Keep this in mind when you consider posting or transmitting comments that may be work-related. This should also be considered when creating your profile.
- Do not state or imply that the opinions you express are those of the organization, its management, or other employees, volunteers/interns. Include a disclaimer to this effect.

Confidentiality of Information

SSF expects that all its employees and volunteers/interns will respect clients confidentiality at all times. Volunteers/interns shall regard information relating to clients, volunteers/interns, employees, and SSF in general, written or otherwise, as confidential. Information regarding a client's or clients medical records, diseases or other conditions, and personal or family history, must never be communicated to anyone other than the professional and paraprofessional personnel who require such information to treat SSF clients or clients or an organization as required by law. Volunteers/interns and employees are prohibited from accessing clients' records without an appropriate, job related reason and must refrain from discussing clients in common areas of the clinic in any area where they may be overheard by other clients or visitors.

Any communication about an organization client that is requested by an outside person or unauthorized organization cannot not released without the client's prior written consent. All such requests must be handled in accordance with SSF approved client confidentiality policies and procedures and directed to

your supervisor or Chief Executive Officer. Failure to follow this policy may result in immediate termination of the Volunteer/Intern Relationship.

Health and Safety

SSF strives to maintain an environment that is safe for its employees, volunteers/interns and clients. Volunteers/interns found to be violating any organization Health and Safety procedures, including SSF OSHA policies, will have their relationship with SSF evaluated. Questions and Concerns regarding an unsafe or hazardous condition at SSF should be immediately brought to the attention of the volunteer supervisor, or the Chief Executive Officer.

No Smoking Policy

Smoking, use of e-cigarettes or vapor products by employees and volunteers/interns is not permitted in any location inside the SSF office. Smoking is permitted only in the designated smoking areas located outside of the building(s).

Phone System

SSF phone system is to be used primarily for business purposes. Volunteers/interns should keep personal phone calls to a minimum. Additionally, volunteers/interns are prohibited from making non-work related long distance phone calls or charging personal calls on organization-owned cellular phones. SSF will seek reimbursement for such costs.

Privacy

Volunteers/interns should not maintain an expectation of privacy with respect to email messages, telephone messages, voice mail, Internet usage, or other communication mechanisms. These systems belong to the organization and may be accessed and monitored without notice.

SSF Property

The hours of operation at SSF are Monday through Friday from 8:30 AM to 5:30 PM. Volunteers/interns are strictly prohibited from entering or utilizing organization property after hours without express written authorization from the Chief Executive Officer. All organization property, including property leased to or purchased by SSF, may be used for official approved activities only. Theft, willful damage to, or unapproved use of or access to organization sites or property shall be grounds for dismissal and, if appropriate, civil or criminal action.

Chapter 3-STANDARDS OF CONDUCT

Volunteer/Intern Conduct

SSF expects you to act in a professional and respectful manner at all times. Examples of conduct that may lead to disciplinary action are identified below. However, it is impossible to provide an exhaustive list of types of inappropriate conduct. The following list contains some, but not all, examples of conduct that may lead to discipline, up to and including immediate suspension or termination. Nothing in this policy alters the at-will nature of employment with SSF.

1. Generally, conduct which is disloyal, disruptive, competitive or damaging to the organization;
2. Unsatisfactory job performance;
3. Unexcused absence;
4. Violation of work rules;
5. Tardiness;
6. Unauthorized possession or removal of property;
7. Use or possession of illegal drugs, including marijuana, or alcohol while working or appearing for work under the influence of drugs or alcohol;
8. Failure to observe safety regulations;
9. Harassment of other employees, volunteers/interns;
10. Unprofessional attitude;
11. Insubordination;
12. Dishonesty (including falsification of a document or misrepresentations);
13. Unauthorized possession of firearms, or any dangerous weapons or explosives on SSF property;
14. Disclosure of proprietary information; and,
15. Failing to comply with any policy in this handbook.

Dress Code and Appearance

It is important that SSF project a professional image. Volunteers/interns must therefore dress in clothing that is neat, clean, in good repair, and appropriate for a professional setting as determined by their volunteer supervisor or the Chief Executive Officer. Business casual attire is generally accepted in the office. This does not however, include shorts, tank tops for both men and women, sports or sweats attire, tops that do not cover the midriff or stomach, "see through" clothing, or any other articles of clothing that would be considered inappropriate for the workplace. Business casual dress should include nice shoes, slacks, suits, dresses, skirts, and solid colored dress t-shirts or collared shirts for men. If you have any questions regarding appropriate or safe dress, please ask a supervisor or the Chief Executive Officer.

Drug and Alcohol Abuse Policy

The safety and protection of SSF clients and staff is SSF priority. Consequently, the organization maintains a volunteer/intern and workplace that is free from alcohol and drug use. Volunteers/interns are strictly prohibited from using drugs or alcohol during volunteer/intern time or on SSF property. Supervisors, employees or volunteers/interns who suspect that a fellow volunteer/intern is under the influence of drugs or alcohol, as demonstrated by an unusual pattern of behavior pattern of behavior or odor, should immediately report this to the volunteer supervisor or the Chief Executive Officer. Volunteers/interns believed to be under the influence of drugs or alcohol will be required to leave the premises. An assessment will be conducted of the volunteer/intern to determine if the volunteer/intern should continue to volunteer/intern with SSF.

Political and Other Public Activity

Volunteers/interns who participate in political or other public activities in their off hours may not present themselves as representatives of SSF.

Solicitation and Distribution

Solicitation, sales or distribution of literature or products by any person (employee, volunteer/intern, or non-employee) is prohibited on SSF premises.

Workplace Violence

SSF recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, careful response by all employers. The costs of workplace violence are great, both in human and financial terms.

Employers have an obligation to do everything that is reasonably necessary to protect the life, safety, and health of employees and volunteers/interns including the furnishing of safety devices and safeguards and the adoption of practices, means, methods, operations, and processes reasonably adequate to create a safe and healthy workplace. We believe that the safety and security of our employees and volunteers/interns are paramount. Therefore, the organization has adopted this policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect SSF or that occur on organization property or in the conduct of organization business off organization property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in organization operations, including, but not limited to, employees, volunteers/interns, contract workers, temporary employees, and anyone else on organization property or conducting organization business off organization property.

Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

1. Hitting or shoving another individual.
2. Threatening an individual or his or her family, friends, associates, or property with harm.
3. Intentionally destroying or threatening to destroy SSF's property.
4. Making harassing or threatening phone calls, text messages or emails.
5. Surveillance, stalking another person.
6. Veiled threats of physical harm or similar intimidation.
7. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects SSF's legitimate business interests.
8. Unauthorized possession or inappropriate use of firearms or weapons.

Any person who engages in a threat or violent action on organization property may be removed from the premises as quickly as safety permits and may be required, at our discretion, to remain off organization premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by employees or volunteers/interns we will make a judgment as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action. Once a threat has been substantiated, it is organization policy to put the person making the threat on notice that they will be held accountable for their actions and then implement a decisive and appropriate response. Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of the organization should be interpreted in a manner that prevents the making of these necessary decisions.

The Chief Executive Officer of SSF will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the organization. In making this determination, we may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at SSF.

Receipt and Acknowledgment of SSF Volunteer/Intern Handbook

As with any undertaking in today's world, volunteer/-intern understands that he/she could become the subject of civil or criminal legal proceedings as a result of the volunteer/intern activities in which he/she engages. SSF specifically prohibits actions on the part of its volunteers/interns that could become the subject of such legal action whether such actions are clearly illegal or are merely misinterpreted. Volunteer/Intern understands that if such legal action occurs SSF may not provide any legal representation or financial assistance to volunteer/intern with respect to legal costs or fees incurred in defense of such legal actions.

I have received and read a copy of SSF volunteer/intern handbook. I understand that the policies and benefits described in it are subject to change except the at-will policy at the sole discretion of SSF at any time. As a volunteer/intern, I donate my time, effort, and services to SSF and understand that I will receive no compensation in return.

At-Will Volunteer/Intern Service

I further understand that my volunteer/intern service is at-will, and neither SSF nor I have entered into a contract regarding the duration of my volunteer service. I am free to terminate my volunteer/intern service with SSF at any time, with or without cause. Likewise, the organization has the right to terminate my volunteer/intern service with or without cause, at the discretion of the organization. No volunteer/intern or employee of SSF can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Chief Executive Officer.

Future Revisions

We reserve the right to revise, modify, delete or add to any and all policies, procedures, volunteer/intern rules stated in this volunteer handbook or in any other document, except for the policy of at-will volunteer/intern service. However, any such changes must be in writing and must be signed by the Chief Executive Officer of the organization. No oral statements or representations can in any way change or alter the provisions of this volunteer handbook.

Drug and Alcohol Abuse Policy

I certify that I have read the organization's Drug and Alcohol Abuse Policy and agree to abide fully by its terms. I understand that as a condition of my volunteer service, I must notify the organization of any conviction for a drug violation that occurs within five days after such a conviction. I understand that any violation of the policy may result in serious action, including immediate termination of my volunteer service.

I have received and read a copy of the SSF volunteer/intern handbook. I understand that the policies described in it are subject to change at the sole discretion of SSF at any time.

Volunteer/Intern's Printed Name _____

Volunteer/Intern's Signature _____

Date _____