

ECS Volunteer Agreement

I agree to serve as an ECS volunteer and commit to the following:

- To adhere to agency rules and procedures, including documentation of hours in the provided binder at the specific volunteer site.
- To go to my assigned supervisor with any questions and/or concerns.
- To know my physical limitations and to communicate my needs to my supervisor.
- To meet my scheduled volunteer time commitments or provide adequate notice so that alternate arrangements can be made.
- **Workplace Free From Unlawful Harassment:** Harassment of or discrimination against any employee, client, volunteer, or other person on the basis of that person's race, religious creed, color, national origin, ancestry, place of birth, physical disability, mental disability, medical condition, HIV/AIDS status, genetic information, marital status, domestic partnership status, sex, gender identity and gender expression (including transgender status), sexual orientation, age, height, weight, military status or immigration status except where legally permitted, is strictly prohibited. ECS intends to take whatever action is necessary to prevent, correct and discipline to the extent of discharge, behavior which violates this policy.
- **Confidentiality Agreement:** I understand that Episcopal Community Services (ECS) staff, volunteers and temporary employees are expected to keep information about all clients, all individuals who utilize our services and reside in our housing, and all matters regarding the organization, staff, and board members, in strictest confidence. I understand that many individuals who receive assistance from ECS would not do so if they were not assured that the information they provide will be kept confidential. I agree not to discuss information about any client, their name, history, treatment, actions, or personal records, to anyone outside of ECS staff.
- **Photo/Video/Interview Release Terms:** ECS has permission to photograph and/or videotape and/or interview me; to supervise any others who may do the photography and/or videotaping and/or interviewing; and, to use my name, photograph, likeness, and interview information for promotional purposes without any cash considerations or payments. I waive any right to inspect or approve the finished product, and I waive any right to compensation arising from or related to the use of the photographs and/or video and/or interview information. I expressly release and agree to hold harmless ECS and each of their officers, employees, agents and designees from any and all claims, damages or liability arising from or in any way connected with the use of photographs and/or video and/or interview information.

___ I agree to the terms above --OR-- ___ I do not agree to the terms above

Name (printed)

Signature

Date

Please return your completed volunteer agreement to:
Episcopal Community Services, Attn: Frank Phillips
165 8th Street, 3rd Floor, San Francisco, CA 94103
fax: (415) 252-1743 or email: fphillips@ecs-sf.org