



Volunteer Handbook

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Contents

WELCOME TO COMMUNITY TABLE	4
Mission Statement	4
Vision Statement	4
Core Values	4
History of Arvada Community Food Bank/Community Table.....	4
Code of Conduct.....	5
VOLUNTEER POLICIES, PROCEDURES AND GUIDELINES	6
Volunteer Position Descriptions & Training.....	6
Background Checks & References	6
Performance Feedback	6
Equal Employment Opportunity (EEO).....	6
ADA and Religious Accommodation	6
Unlawful (EEO) Harassment.....	6
Sexual Harassment.....	7
Volunteer Consent/Release/Waiver of Liability	7
Minor Volunteers.....	8
Complaint/Problem Resolution	8
Ethics.....	8
Providing Unauthorized Services	9
Confidentiality	9
Donated Food/Other Items	9
Absences from Regular Shifts	9
Extended Leaves	9
Facility Closures	9
Conflict Of Interest	10
Contractual Agreements.....	10
Alcohol and Drugs.....	10
Smoke-Free Environment	10
Anti-Violence	10
Weapon-Free Environment	10
Reimbursement of Business Expenses.....	11
Company Property	11
Dress Code and Appearance	11
Safety and Injury	11
Solicitations	12
Communication and Information Technology Systems	12
Pets.....	12
ACKNOWLEDGMENT OF RECEIPT	13

About This Handbook:

This handbook provides general guidelines, policies and procedures about the Community Table (CT) and expectations for our relationship with you as a volunteer.

This document and any other documents provided for volunteer instruction, training or supervision are not an employment contract, express or implied. Volunteers are not “employees” of the Community Table. Volunteering with Community Table is at-will. Volunteers can end their relationship with Community Table at any time. Community Table has the same right. This non-inclusive handbook can change at any time by Community Table without notice.

If there are further questions, please speak to the Chief Executive Officer (CEO).

PLEASE COMPLETE THE **ACKNOWLEDGEMENT OF RECEIPT** (last page)
AND RETURN IT TO THE VOLUNTEER COODINATOR OR ANOTHER STAFF MEMBER.

WELCOME TO COMMUNITY TABLE

The COMMUNITY TABLE (CT) is a NON-PROFIT 501(c)(3) organization, serving those in need.

Community Table provides food to children, seniors and families in need regardless of their background, religion, or ethnicity. Community Table also serves families through Bridges to Opportunity program, helping foster self-sufficiency.

The secret behind Community Table's success is our service-oriented, hardworking, dedicated, diverse and loyal volunteers and employees. Thank you for becoming a member the CT team.

Mission Statement

A Community in which people have access to food and resources to foster self-sufficiency.

Vision Statement

We will empower our community by providing the tools to lift people from poverty.

Core Values

- We are compassionate in all relationships
- We honor and respect the dignity of our clients
- We demonstrate integrity in all matters
- We are efficient stewards of all resources
- We value innovation for continual improvement
- We provide exemplary service to the community

History of Arvada Community Food Bank/Community Table

In 1981, a group of concerned community leaders began convening stakeholders to discuss the lack of emergency food programs in Arvada and its surrounding communities. After gathering input from faith communities, city government, the county, the business community, civic organizations as well as human service providers, they recognized the need to start a community food bank. In 1982, Arvada Community Food Bank opened its doors and began distributing food. A dedicated volunteer board of directors composed of representatives from the business sector, government and the community at large govern the organization. In 2017, the organization's Board of Directors voted to approve an organizational name change to Community Table. Over 700 volunteers annually donate their time and expertise to help us serve those in need.

Code of Conduct

The following Code of Conduct pertains to all Board Members, staff and volunteers. They summarize points laid out in more detail throughout this handbook.

- **Respect:** Staff, Volunteers and Board Members will act in a respectful manner to all. Disrespectful conduct in actions or words runs counter to Community Table's values.
- **Honesty and Ethical Behavior:** Community Table believes that a healthy environment is one that is open-minded, truthful and ethical in both business and personal conduct.
- **Lawful Conduct:** Community Table is committed to integrity beginning with complying with federal, state and local laws, rules and regulations where CT does business.
- **Proprietary Information:** It is important that Community Table and our representatives respect the property rights and confidential information of others.
- **Confidentiality:** We will not disclose any nonpublic information with respect to Community Table's business practices, client information or personal matters. All staff, volunteers, board members, contractors, and community agency representatives are required to sign CT's Confidentiality Agreement.
- **Conflicts of Interest:** Community Table and our representatives must avoid any relationship or activity that might impair, or even appear to impair, CT's ability to make objective and fair decisions when performing our responsibilities.
- **Accountability:** Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If concerned, we will contact the appropriate staff.

VOLUNTEER POLICIES, PROCEDURES AND GUIDELINES

VOLUNTEER POSITION DESCRIPTIONS & TRAINING

Volunteers will receive a position description and training for the tasks, they will do. Training may be in the form of group and/or classroom experiences, one-on-one-training by staff members or by shadowing experienced volunteers familiar with similar tasks. At management's discretion, certain trainings may be mandatory for task-specific development. All volunteers must attend a volunteer orientation within six months of starting to volunteer at the CT. Failure to attend this training in the allotted time will result in termination of duties.

BACKGROUND CHECKS & REFERENCES

For most volunteer engagements, background checks and references are not required. However, some positions that deal with confidential information (client, donor and personal data) may require additional scrutiny. Volunteers falling under these conditions will receive notification, before completion of the background checks.

PERFORMANCE FEEDBACK

In an effort to achieve ever-higher standards of excellence, Community Table will endeavor to provide timely performance feedback to volunteers, as needed, or on an annual basis.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Community Table is dedicated to the principles of non-discrimination. This policy extends to volunteers as well as employees. CT does not discriminate based on age, ethnicity, sex, religion, disability, veteran status, marital status, sexual orientation, gender expression, genetic information, or any other status protected by applicable federal, state or local law. For safety reasons children 13 and under may not volunteer with CT unless under the direct supervision of a parent or guardian.

ADA AND RELIGIOUS ACCOMMODATION

Community Table will make reasonable accommodations for qualified individuals with known disabilities and volunteers whose activity requirements interfere with a religious belief.

UNLAWFUL (EEO) HARASSMENT

Community Table is committed to maintaining a positive volunteer environment free of unlawful harassment and is sensitive to the diversity of its volunteers, employees, customers/clients and board members. In doing so, CT prohibits harassment because of age, ethnicity, sex, religion, disability, veteran status, marital status, sexual orientation, gender expression, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Prohibited harassing behavior includes but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, jokes, and gossip
- Disrespectful or inappropriate behavior

- Physical conduct such as assault, or blocking an individual's movements

This policy applies to all employees and non-employees such as volunteers, customers/clients, vendors, consultants, board members, etc.

SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, Community Table believes it warrants separate emphasis.

Community Table will not tolerate sexual harassment and/or inappropriate sexual conduct. The definition of Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of the individual's relationship to the CT, whether as a volunteer, customer, client, vendor, consultant or board member, etc.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's relationship to the CT.
- Such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

All employees and non-employees such as volunteers, customers/clients, vendors, consultants, and board members will conduct themselves in a professional and businesslike manner at all times and not participate in any form of inappropriate sexual conduct. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail, Facebook, twitter, or any other electronic means of communication, etc.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling or kissing, massaging, and brushing up against another's body
- Inappropriate or suggestive dress

Community Table expects anyone who encounters sexual harassment to make a timely complaint to enable CT to investigate and correct any behavior that may be in violation of this policy.

- Report the incident to the CEO or staff member, immediately.
- If for any reason a person does not feel comfortable discussing the problem with the CEO, contact the President of the Board of Directors

VOLUNTEER CONSENT/RELEASE/WAIVER OF LIABILITY

Before a volunteer begins her/his engagement with Community Table, s/he must sign CT's Volunteer Consent/Release and Waiver of Responsibility form. This applies to both adults and minors. Parents and/or legal guardians must sign for minors.

MINOR VOLUNTEERS

- Parents or guardians must sign a Consent/Release and Waiver of Responsibility to release Community Table of any liability before a minor (17 and under) can volunteer at Community Table.
- Court ordered Community Service (CS) volunteers must be 16 years of age or older.
- Minors under the age 18 may only volunteer inside the building and must volunteer in an area easily observable by staff members or other volunteers.
Minors aged 13 and under must be under the direct supervision of a parent or guardian.
- Minor volunteer activity outside the building (parking lot) requires that volunteers must participate in pairs or groups and under adult supervision.
- Minors may not leave the premises without a parent or guardian.
- Adult volunteers are to be observant for signs of inappropriate behavior by or to minors by other minor or adult volunteers. Any questionable behavior requires immediate reporting to staff.

COMPLAINT/PROBLEM RESOLUTION

If a volunteer has an organizational problem or concern, they are encouraged to use the following procedure. In order to address questions, complaints, and resolve issues in an orderly fashion, volunteers should address issues based on staff responsibilities.

- If the issue pertains to other volunteer “personnel” issues including conflicts, harassment, staffing, and behavioral issues, contact the Volunteer Coordinator or the Manager of Food Programs.
- With regard to operational issues, including safety, sorting, stocking, physical/environmental conditions, inventory, and quality control, contact should be made with the Manager of Food Programs or the Director of Food Programs.
- If a volunteer has a concern about the operations, internal controls, or accounting practices of the Organization, then contact the Director of Finance.

If a volunteer has a complaint, an investigation will take place and remain confidential. Community Table prohibits retaliation against a volunteer for filing a complaint under this policy or for assisting in a complaint investigation. If a volunteer perceives retaliation for making a complaint or participating in the investigation, the conflict procedures will be followed.

Volunteers agree to serve at the pleasure of the Community Table (CT). On rare occasions, it may be necessary to relieve a volunteer from service at the CT. This will be done when it is determined the individual’s performance does not comply with the expectations of the CT. Further, if the volunteer does not support the mission or operations of CT, adversely effects the CT’s ability to provide a safe, healthful work environment, or effects the performance of other volunteers, or the operation of the organization. All decisions to relieve a volunteer from service will be determined at the discretion and consideration of the appropriate staff.

ETHICS

Community Table requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As volunteers and representatives of CT, volunteers must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

All Community Table volunteers will follow all procedures concerning inventory control, handling cash contributions, expense reporting, and maintenance of a secure environment.

Dishonesty and theft will not be tolerated and if witnessed should be reported immediately to the Manager of Food Programs, or Director of Food Programs. If asked to violate Community Table guidelines, the volunteer should address this with any of the above-mentioned individuals. Volunteer cooperation and confidentiality is required in the investigation. The organization prohibits retaliation against a volunteer or other person for filing a report or for assisting in an investigation.

PROVIDING UNAUTHORIZED SERVICES

Volunteers will not give clients rides, money, or other items to assist them beyond our own Human Services Department. It is not the duty of a volunteer to provide these services, and it will give clients the wrong impression when they come to utilize our services. This is a safety matter for our volunteers, staff, and clients. If a client is in need of financial, transportation, or other services, our Human Services Department will provide those.

CONFIDENTIALITY

Community Table practices confidentiality with regard to volunteer, employee and client information. Volunteers are required to adhere to the same confidentiality standards.

DONATED FOOD/OTHER ITEMS

All food (and other items) donated to Community Table is for distribution to clients not volunteers or staff unless designated for volunteer and staff consumption by the Manager of Food Programs and Director of Food Programs. If food is taken from the Community Table without one of the above-mentioned individuals' permissions' actions will be taken up to, but not limited to, termination.

ABSENCES FROM REGULAR SHIFTS

Community Table depends on volunteer commitment for maintaining the flow of activity required to meet CT's goals and clients' needs. With the exception of an illness, CT asks that volunteers provide a one week notice if they will not report to volunteer. Communicate planned absences to the Volunteer Coordinator or Director of Food Programs. Continual absence without notice will result in volunteer termination of duties.

EXTENDED LEAVES

Community Table volunteers enjoy opportunities that are consistent and ongoing. Extended absences can sometimes create gaps in service that are difficult to manage. CT will attempt to hold open a regularly scheduled volunteer assignment for volunteers who have been with CT for more than two years provided the absence is no longer than 90 days. Volunteers who exceed the 90 days and who wish to return may be reassigned. Staff will make final determination of each instance.

FACILITY CLOSURES

When inclement weather (snow, ice, extreme cold) occurs, Community Table may close. If Jefferson County Schools are closed, so will the CT. Volunteers are encouraged to provide an email address so staff might also contact them should the need arise. Volunteers can opt-in to text messaging and emailing through their VicNet accounts. Facility closures will also be posted on the CT website cotable.org.

CONFLICT OF INTEREST

Volunteers must conduct their volunteer activities without creating any actual or perceived conflict of interest. A conflict of interest can arise when a volunteer is involved in an activity for personal gain, which for any reason is in conflict with Community Table's interests.

Volunteers cannot use Community Table equipment, materials, resources, or "inside" information for any purpose unrelated to CT's operations.

CONTRACTUAL AGREEMENTS

Volunteers may not enter into contractual or any other business agreements on behalf of Community Table without prior authorization of the CEO.

ALCOHOL AND DRUGS

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana whether or not you are a lawfully registered user. Furthermore, the possession, purchase, or consumption (use), and/or sale of a controlled substance or alcohol on Community Table premises or while conducting company business will not be tolerated.

SMOKE-FREE ENVIRONMENT

Pursuant to state law and local ordinance (sections 38, 301-307 of the Arvada City Code), it is illegal to smoke or use electronic smoking devices/vape in any government building, including the Community Table building which is owned by the City of Arvada. In addition, it is illegal to smoke or use electronic smoking devices/vape within 25 feet of public entrances to any building or facility, including Community Table.

ANTI-VIOLENCE

Volunteers must not engage in intimidation, bullying, threats or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto Community Table property, or any other act, which in management's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Volunteers should immediately report any such conduct to the appropriate staff.

Volunteers should directly contact proper law enforcement authorities if they believe there is an immediate serious threat to themselves or the safety of others.

WEAPON-FREE ENVIRONMENT

In the interest of maintaining an environment that is safe and free of violence, Community Table prohibits the possession and/or use of dangerous weapons on CT property whether licensed or unlicensed to carry. This prohibition applies to all CT employees, volunteers, contractors, visitors and customers on CT property.

Dangerous weapons include, but are not limited to, handguns, firearms, explosives, knives (blade over 3.5”) and other weapons further defined by Colorado statute and/or local ordinance

REIMBURSEMENT OF BUSINESS EXPENSES

Volunteers may request reimbursement by filing an expense report. Expense reports are due within one month from the time the expense. Original receipts supporting expenses for reimbursement must accompany expense reports. Volunteers must document the purpose of the expense and the nature of the business conducted.

Community Table may reimburse Volunteers when using their personal vehicle for business purposes. They may report the Internal Revenue Service’s allowable rate per mile on their personal income tax filing. This applies to those who pick up and deliver food on CT’s behalf. This reimbursement will be limited to 50 miles a day.

COMPANY PROPERTY

The Organization may provide volunteers access to property for use in day-to-day CT activities.

DRESS CODE AND APPEARANCE

Personal appearance, hygiene, and attire are very important. Depending on the activities volunteers participate in, they are required to dress appropriately.

For safety purposes, volunteers spending part or all of the day in the warehouse may not wear sleeveless tops/shirts, open toed shoes or sandals, or go barefoot.

Out of respect for other staff, volunteers, and clients who may experience allergies or other sensitivities, employees are encouraged to minimize use of perfumes, oils or other related products.

Client Choice volunteers will wear attire that is publicly presentable as they are Community Table’s ambassadors to the clients.

SAFETY AND INJURY

Community Table is committed to maintaining a safe environment for volunteers, employees and all who visit CT. Therefore, volunteers are required to comply with all applicable safety rules and regulations. Unsafe conditions or practices should be reported to management immediately, so that corrective actions can be taken to prevent accidents and injury.

For volunteer safety, periodic safety meetings are held to discuss the environment in which employees and volunteers participate. All equipment should be operated according to safety standards. Operation of certain vehicles and equipment is not allowed without further training.

If injured, a volunteer must report the incident immediately in writing to their immediate supervisor and an accident report must be filed. Prompt medical attention should be pursued with the volunteer’s own provider. Volunteers are not covered under Workman’s Compensation. Incidents where liability may rest with CT will be investigated.

CT provides accident medical expense coverage on an **Excess Basis**. Benefits are paid under this plan after an individual’s personal or group insurance (including Health Maintenance Organizations) has paid out its benefits. The policy provides coverage for medical expenses with a limit of \$25,000 and a \$100 policy deductible.

CT does not accept responsibility for any expenses incurred outside of these parameters. CT reserves the right to suspend, terminate, or change this coverage at any time, with or without notice.

Any volunteer sustaining an injury should contact the Manager or Director of Food Programs immediately and request the appropriate injury report and claim form(s).

SOLICITATIONS

No solicitation will take place at Community Table not related to our work.

COMMUNICATION AND INFORMATION TECHNOLOGY SYSTEMS

Use of Community Table's computer networks, access to Internet, e-mail, and phones are limited to CT business use.

Community Table prohibits the display, transmittal, or downloading of material that, in the opinion of management, is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise inappropriate or unlawful at any time.

- PC Software

CT will purchase all PC software. Any software or files downloaded via the Internet into the company network must be approved by the appropriate staff and become the property of CT and may be used only in ways that are consistent with their licenses or copyrights. CT retains the copyright to any material posted to any forum, newsgroup, chat or website by any employee or volunteer in the course of his or her duties.

- Personal Use of Network Internet and Email

Use of the Internet via CT equipment is for business purposes only. CT reserves the right to monitor record and/or analyze usage patterns of all Internet usage. No one may solicit, promote, or advertise any outside organization, product, or service on the CT internet or email. There will be no use of unauthorized encryption keys or passwords to gain access to protected files or email message.

- Unauthorized Use

Unauthorized persons cannot install, de-install, move, or otherwise change the configuration of CT computers, visit websites or send electronic mail. We reserve the right to determine when a volunteer is using the CT communication systems inappropriately. In addition, computer equipment must remain at the CT.

- Telephones/Cell Phones

Personal telephone calls, including those made with cell phones, texting, email, use of social media, etc. must not interfere with volunteers' performance of their volunteer responsibilities. CT does not allow personal long-distance calls made on agency phones. For safety reasons, volunteers should avoid the use of cell phones and mobile devices to make calls while driving. Volunteers must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Volunteers are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest and lawfully parked.

PETS

No pets can be at Community Table with the exception of service animals.

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Community Table Volunteer Handbook.

I understand that neither Community Table nor I is committed to my volunteer relationship for a fixed period. Volunteering with Community Table is at-will. Both the management and I have the right to end the engagement at any time for any reason.

Further, I understand that the contents of this handbook are summary guidelines for volunteers and therefore not all-inclusive. Community Table reserves the right to suspend, terminate, interpret or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits or other programs of Community Table. These changes may occur at any time, with or without notice.

SIGNATURE (Volunteer)

DATE

PRINTED NAME (Volunteer)

CT REPRESENTATIVE SIGNATURE

DATE