

Green Outreach Volunteer Code of Conduct

Below are our policies regarding volunteering for our nonprofit organization, Green Outreach, Inc. These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Green Outreach reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to, or exceptions from, these policies may only be granted by a Green Outreach officer or a vote of the directors.

Definition of "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the organization. A volunteer must be officially accepted and enrolled prior to performance of any task. Unless specifically stated, volunteers shall not be considered "employees" of the organization.

Community Service

Green Outreach also accepts as volunteers those wishing to participate in court-ordered community service, student community service activities, student intern projects, corporate volunteer programs, and other volunteer referral programs.

Volunteers Under 18

Due to the Children's Online Privacy Protection Act (COPPA), children must be over the age of 13 to be eligible to use the website. If you are between the ages of 13–17, at least one parent or caregiver must agree in writing before you may volunteer with our organization. Please contact the organization directly.

Service at the Discretion of the Organization

Green Outreach accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that the organization may at any time, for whatever reason, terminate the volunteer's relationship with the organization. Notice should be communicated as soon as possible to the other party.

Representing the Organization

All activities for Green Outreach are guided and governed by the Vision and Mission of the organization. Volunteers are asked to maintain the "voice" and reputation of the organization.

Volunteers may not contact other organizations or individuals on behalf of our organization. Prior to any action or statement which might significantly affect or obligate the organization, volunteers should seek prior consultation and approval from managing staff. These actions may include, but are not limited to, public statements to the press or public, coalition or partnering efforts with other organizations, or any agreements involving contractual or other financial

obligations. Volunteers are not authorized to act as representatives of the organization unless prior written authorization is obtained.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, nonprofit community member, any other person, or involves the overall business of the organization. Failure to maintain confidentiality will result in immediate termination of the volunteer's relationship with the organization or other corrective action.

Copyright/Ownership Issues

Volunteers hereby grant non-exclusive permission to Green Outreach for use of any materials produced for assignments, projects, or programs, including, but not limited to: graphic materials, marketing materials, blog submissions, newsletter content, web page designs, web page content, narratives, research, compilations, instructional texts, and digital collateral. These materials become the property of the organization upon submission and may be copied, reproduced, and published at the discretion of the organization. Volunteers grant permission to the organization to edit, display, communicate, distribute, publish, or otherwise use the content provided. Volunteers hereby waive any right to inspect or approve the finished content, and volunteers waive any right to credit, as well as royalties or other compensation arising from or related to the use of this content. It is at the sole discretion of the organization if volunteers will receive credit for these contributions.

Green Outreach takes copyright law seriously when it comes to sourcing online content and images. All imagery and content used by the organization must be royalty-free and must be one's own original work. Plagiarism includes, but is not limited to the following: Using phrases, quotes, or ideas that are not your own without giving credit to the original source/author; Paraphrasing the work of others even though you may have changed the wording; Using facts or data not considered to be common knowledge; Cutting and pasting phrases or sentences from a website without giving credit to the original source. All work that is submitted to the organization must be certified that it is not plagiarized.

Inappropriate Communications

If at any point you receive any email that you feel is inappropriate, for any reason, and you believe you have received it in conjunction with your involvement with our organization, please forward the email and other details about the communication to the organization immediately.

Online Safety

The online safety of our volunteers is of the utmost importance to us. To that end, the organization will not release a volunteer's phone number, age, or other personal information to

anyone outside of our organization or to other volunteers without that volunteer's permission to do so.

Anti-Virus Software

The nature of being online means a lot of contact between computers—emails, attachments, file transfers, etc. Because of this interaction, volunteers and the organization can be at risk for transmitting computer viruses between each other. All online volunteers should have anti-virus software installed on any computer they use in conjunction with the volunteer position, and the software should be updated regularly. Likewise, the organization has anti-virus software on its computer systems and automatically updates this software. Computer virus protection for your own computer is your responsibility. The organization is not responsible for contaminated files or computers.

Ending Your Volunteer Role

You can cease volunteering with the organization at any time. If you require proof of community service hours before you complete the number you requested, contact the organization immediately so we can provide the documentation to you. The organization will not be responsible for the volunteer's failure to inform the organization that the volunteer requires proof of community service hours to a third party. It is the volunteer's sole responsibility to obtain the necessary proof and submit it to the third party in a timely manner.

Volunteers may stay subscribed to our email list, regardless of their volunteering status with the organization. Unsubscribing from the email list does not mean the volunteer is no longer volunteering with the organization. In the event the volunteer wishes to cease volunteering without completing the required hours, please contact the organization as soon as possible.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the organization or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the organization. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, inappropriate communications, theft of property or misuse of organization materials, abuse or mistreatment of nonprofit community members, members of the public, staff, or other volunteers, defaming the organization or personnel, failure to abide by the organization's policies and procedures, or failure to satisfactorily perform assigned duties.

Terms Applicable to Volunteers and Volunteer Organizations

The volunteer's registration constitutes an application, and the volunteer agrees to provide accurate and complete information. It is the volunteer's responsibility to inform the organization of any changes to such information. The volunteer's contact with the organization or any individual, as well as the volunteer's participation, is at the volunteer's own risk. The volunteer

will create a password to access the member site and is responsible for all use of the site by anyone accessing it through that password. The volunteer agrees that the organization is not liable for any damage, loss, or injury resulting from the volunteer's use of or participation with the site or any volunteer opportunities associated with it, and the volunteer agrees to defend, indemnify, and hold the organization harmless from and against any and all claims, liabilities, or expenses brought by any volunteer or third party that are related to or arise from such use or participation.

Disclaimer

The organization does not provide any representations or warranties as to any of the information provided by or contained in the terms and conditions, other links, websites and volunteer organization sites, including but not limited to the accuracy, completeness, reliability, or suitability of the data provided in general or to any volunteer, recipient, or regarding any use or interpretation thereof. The inclusion of any organization or person does not constitute a representation, warranty, or endorsement with respect to the competence, suitability, or reliability of such organization or person. The organization disclaims any responsibility for errors or the accuracy of the information and for the application and use of the information beyond its intended purpose.

The organization additionally disclaims all obligation and liability for damages, including but not limited to, actual, special, indirect, and consequential damages, attorneys' and experts' fees, and court costs incurred as a result of, arising from, or in connection with the use of or reliance upon the information stored herein.

Volunteers hereby waive the right to file suit or make demand, and forever discharge and release the organization, its agents, employees, successors and assigns from any and all loss, liability, damage, claim, cost or expense incurred as a result of, or arising out of or in connection with the use of information stored herein or any reliance thereon, whether caused by the acts or omissions of the organization, its agents, employees, successors or assigns, directly or indirectly.

Acceptance

I agree and understand that by signing the Electronic Signature Acknowledgment Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to the code of conduct.