BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 12/95	**SECTION:** Human Resources	
BOARD APPROVED ON: 12/15/95	**DATE REVISED:** 08/19/15, 7/18/18, 2/19/20, 12/19/2023, 08/26/26	**SUBJECT:** Volunteer Policy	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/19/17, 7/18/18, 2/19/20, 2/19/2022, 11/6/2023,12/19/2023, 8/26/26		**POLICY #:** ED-045	**PAGE #:** 1 of 4

I. APPLICATION

The provisions stated here apply to volunteers of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that volunteers adhere to the following procedure to work well with employees and individuals supported. Failure to comply may result in disciplinary action or termination.

Volunteers must agree to represent the organization, perform in a professional manner whenever doing so, and not allow personal views and opinions to cloud or conflict with the mission of the organization.

III. DEFINITION

Volunteer: individuals that provide services without any expectation of compensation, and without any coercion or intimidation.

IV. NOTIFICATION/PROCEDURE

Volunteer as it pertains to direct care

WHO	DOES WHAT
Volunteer	1. Completes and submits a volunteer application. (Applicants must be 18 years of age or over)
Human Resource Manager	2. Review and approves/denies volunteer application(s).
	3. Notify volunteer of decision, set up appointment to review and complete all necessary documents. • Volunteer agreement • Volunteer policy • Release of Liability • Home description

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IV. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Human Resource Manager	• Background check • Confidentiality and non-disclosure agreement • Discipline policy • Volunteer Hours Log • Evaluation of Volunteer/Agency
General Policy	4. We ask each of our volunteers to sign up for as many hours as commitments permits. A minimum (average) of two hours of services per week is requested, but not required. Volunteer hours are flexible. Our volunteers are welcome to come in any time approved by supervisor. 5. Once you have agreed to be available for a specific shift, we count on you to be there. In the event you are unable to be at your shift, please contact your assigned program supervisor at least two hours prior to the start of the shift. 6. You must sign in each time you come to work and sign out each time you finish your shift. 7. You are as much of a representative of the organization as our paid employee(s). Your appearance and conduct will reflect BWDH. We require that all volunteers adhere to our dress code and code of ethics policy as well as other policies of BWDH.

IV. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
General Policy	8. Safety is important to all of us. Volunteers should conduct themselves in a way that promotes workplace safety for themselves,

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co-workers and individuals supported. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a BWDH employee immediately.

9. Any personal injury that occurs while volunteering for BWDH should immediately be reported to a BWDH employee. Volunteers are not covered under the organization's insurance for injury to themselves.

10. BWDH encourages volunteers to make suggestions, voice concerns and give ideas about how the organization fulfills its mission. An evaluation of the agency is encouraged to be completed.

11. Volunteer duties may include but are not limited to the following:

    - Assisting in care, i.e. self-care skills, recreation, etc.
    - Assisting in meal preparation.
    - Assisting in home care.
    - Volunteers are not to assist with speech sessions, physical therapy, major behavioral problems, or transportation.
    - Volunteers are welcome to in-services and staff meetings.
    - Assigned appropriate tasks according to ability, skill, interests, availability and training.