

The Village of Bible Hill

67 Pictou Rd., Bible Hill, N.S. B2N 2R9
902-893-8083 clerk@biblehill.ca www.biblehill.ca
Date Adopted: November 15, 2016

Volunteer Agreement Policy

The Village of Bible Hill relies on the efforts of its volunteers in order to serve people in the Village and surrounding area and expects all volunteers to meet the highest standard of professional and ethical conduct.

This form is to be filled out by any volunteers who may be working with with the public on behalf of the Village of Bible Hill.

Two signed copies of this agreement are required; one to be kept in the volunteer's general file and one to be given to the volunteer.

If a volunteer is 18 years of age or older and will be working with the public and is not under direct supervision of Village of Bible Hill staff, a Criminal Record and Vulnerable Sector Check, plus a Nova Scotia Child Abuse Registry Check must be obtained as part of this process. The Village will keep a file copy and, the originals will be returned to the volunteer. These checks shall be updated every two years in September.

Code of Conduct

1. Volunteers are expected to take direction from supervisors and adhere to Village of Bible Hill policies and procedures.
2. Volunteers will, at all times, conduct themselves in a professional manner with co-workers and public. In this regard, the Village of Bible Hill will not tolerate violence and/or any kind of abusive behavior, including harassment, sexual and otherwise, from an employee or volunteer toward any other individual. Violent or abusive behavior, on or off duty, may result in dismissal and/or other sanctions.
3. Speaking on behalf of the Village is limited to those for whom such duties are specifically indicated in their position description; or, upon invitation; or, with authorization from the Village of Bible Hill.

Confidential Information

All Village volunteers are exposed to various amounts of confidential information. It is imperative that the information be treated with due consideration and not disclosed to third parties.

Personal Conduct

The public observes what volunteers do and helps form the public's attitude towards the Village. Confidence in the Village, its services, and its charges is strongly influenced by the way people see us use – or misuse – Village time, supplies, and equipment.

At all times, volunteers are expected to refrain from illegal or improper acts which could affect the volunteer's relationship to their job, fellow volunteers/employees or the Village's services, property or reputation in the community.

You as a Village volunteer are responsible for taking reasonable action to protect the collective reputation of our Village and for safe guarding revenues and property against fraud, theft, loss, or misuse. Any conduct, which compromises the principles of honest and business practices, is not acceptable.

The Village's good name and reputation depend, in large measure, on the extent to which you take a personal pride of maintaining the Village code of Personal Conduct.

I, the undersigned, have read and understand all the information in this document and I agree to conduct my activities in accordance with its contents.

As the Village of Bible Hill carries no accident, health or WCB insurance that could compensate a volunteer who has incurred an injury or accident while volunteering for a Village of Bible Hill activity, volunteers are encouraged to review any insurance they may presently carry with their employer or associations. While the Village of Bible Hill takes appropriate precautions to ensure a safe workplace, volunteering in this regard is at the volunteer's own risk.

Criminal Record/Vulnerable Sector Check Obtained

Vulnerable Sector Check Obtained

Name of Volunteer

Name of Witness

Signature of Volunteer

Signature of Witness

Date: _____

Date: _____

If the volunteer is under the age of eighteen (18) then parental consent will need to be given. Signing below confirms that you the parent/guardian of the volunteer signed above understand all of the information in this document.

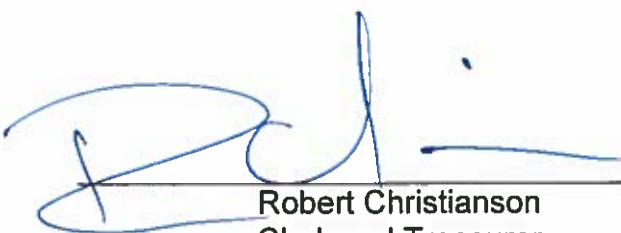
Name of Parent/Guardian

Signature of Parent/Guardian

Date: _____



Lois MacCormick
Chair



Robert Christianson
Clerk and Treasurer