



Volunteer Policy

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Purpose

The purpose of this volunteer policy is to set forth the standard of conduct for Solano Land Trust volunteers, and Program Partner volunteers on Solano Land Trust properties.

Background

Solano Land Trust and our Program Partners are fortunate to have several hundred volunteers. Our goal is to continue to encourage volunteering and warmly welcome new volunteers into our community, while also providing clear expectations and protections for both Solano Land Trust and our volunteers.

A standard of conduct for volunteers is valuable for the following reasons:

- It provides a clear understanding of what is expected of volunteers as they represent Solano Land Trust, and Program Partners on our properties.
- It protects Solano Land Trust, and Program Partners on our properties.
- It protects volunteers themselves.

The following pages address Solano Land Trust volunteers, and Program Partner volunteers on Solano Land Trust properties.

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Dear Prospective Volunteer,

Welcome! Thank you for your interest in volunteering for Solano Land Trust, or a Program Partner on Solano Land Trust properties.

Solano Land Trust is a registered 501(c)(3) nonprofit organization whose mission is the preservation of agricultural lands, open space, and resources through the acquisition of land and conservation easements, education, and land management. Since our founding in 1986, we've permanently protected over 20,000 acres of land for the current and future residents of Solano County. Our four major properties are Jepson Prairie, the King-Swett Ranches, Lynch Canyon, and Rush Ranch. Program Partners actively share programs with us on our properties.

Volunteers are vital to the work of Solano Land Trust and our Program Partners. We hope you find your volunteer experience with us to be engaging and rewarding.

As a Solano Land Trust volunteer or Program Partner volunteer on our properties, you are a Solano Land Trust ambassador. You represent our organization. With this representation comes responsibility. Solano Land Trust and our Program Partners rely upon a close and cooperative relationship among volunteers, employees, the Board of Directors, landowners, donors, other nonprofits, government agencies, business partners, community groups, and the public.

The Volunteer Policy on the following pages sets forth the standard of conduct for Solano Land Trust and Program Partner volunteers. It explains the responsibilities expected of you as a volunteer, and the protections you have as a volunteer. It is intended as a guide. I will be happy to answer any questions you may have.

Sincerely,



Nicole Byrd
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Policy Description

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I. Statement of At-Will Volunteer Status

All volunteering for Solano Land Trust or Program Partners is at-will. At-will volunteering means Solano Land Trust or Program Partners may dismiss a volunteer at any time, with or without cause; likewise a volunteer may stop volunteering at any time, with or without cause. You could also be dismissed if your actions are detrimental to Solano Land Trust, its Program Partners, other volunteers, visitors, property, soil, water, plants, or animals.

II. Code of Conduct

As a Solano Land Trust volunteer or Program Partner volunteer on our properties, you are a Solano Land Trust ambassador. You represent our organization. With this representation comes responsibility. Solano Land Trust requires all volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As volunteer representatives of Solano Land Trust, you must practice honesty and integrity in fulfilling your responsibilities and comply with all applicable laws and regulations.

III. Public Contact

Volunteers may be approached for interviews or comments by the public (including donors, agency representatives and others) and/or the news media. Volunteers are requested to seek guidance from their Solano Land Trust supervisor or the Solano Land Trust Executive Director before commenting on Solano Land Trust policy or operations. If a volunteer makes a public comment about any Solano Land Trust-related matter, the volunteer shall speak as an individual and shall not represent that they speak for Solano Land Trust, unless the Solano Land Trust Executive Director has explicitly authorized the volunteer to speak on

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behalf of Solano Land Trust. If the volunteer should reasonably expect that the person(s) hearing the comment will interpret the volunteer's comments as being on behalf of Solano Land Trust, the volunteer shall explicitly state at the beginning of his/her comments that he/she is speaking as an individual and not on behalf of Solano Land Trust.

IV. Housekeeping

All volunteers are expected to keep their work areas clean and organized. Common areas such as storage rooms, barns, lunch rooms, locker rooms and restrooms should be kept clean by those using them. Please clean up after meals. Dispose of recycling and trash properly.

V. Safety

Solano Land Trust is committed to providing a safe environment for volunteers, Solano Land Trust employees, Solano Land Trust Board members, Program Partners and visitors. Volunteers are expected to participate fully in creating this environment in the office and in the field.

a. Training:

Solano Land Trust and/or Program Partners may provide, if feasible, annual safety training to volunteers to ensure a safe workplace.

b. Injury and Illness Prevention Plan:

The following constitutes Solano Land Trust's Injury and Illness Prevention plan:

1. Follow ergonomic principles in conduct of volunteer work.
2. Use safe work practices in lifting and moving heavy objects.
3. Take regular breaks for mental and physical health.
4. Report any accident (including near misses) or injury to your Solano Land Trust supervisor, the Solano Land Trust Executive Director, or your Program Partner Administrator, detailing time, date, people, equipment and circumstances. Provide pictures if appropriate. Such reports are necessary to comply with applicable law.
5. Take any immediate steps to remedy a situation that contributed to an accident or injury.
6. Seek medical attention for any volunteer-related accident or injury, as appropriate or directed by your Solano Land Trust supervisor.
7. Bring potential safety issues to the attention of your Solano Land Trust supervisor, the Solano Land Trust Executive Director, or your Program Partner Administrator. Reports may also be submitted to the Solano Land Trust Executive Director anonymously. Retaliation or reprisal by Solano Land Trust employees, Solano Land Trust Board members, Program Partners, or other volunteers for reporting safety issues is prohibited.
8. In case of fire, volunteers are expected to evacuate offices promptly, checking all rooms to ensure that occupants exit. Assembly for the Solano Land Trust office at 1001 Texas St., Suite C, Fairfield, CA is the parking lot, southeast corner. The Solano Land Trust Executive Director or a designee will account for all volunteers and other visitors on these premises. Assembly for the Rush Ranch nature center is the

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vicinity of the Americans with Disabilities Act (ADA) parking space in the courtyard. The Solano Land Trust Land Steward or a designee will account for all volunteers and other visitors on these premises.

9. Docents (i.e., walk and hike leaders) will be offered safety training. Docents regularly leading hikes or other activities on Solano Land Trust property will be required to complete this training.
10. In case of other emergencies, volunteers are advised to shelter in place, to evacuate, or to return home, as directed by the Solano Land Trust Executive Director or a designee.
11. Solano Land Trust is concerned with your personal safety. Please be aware of your surroundings and of unusual circumstances or individuals in the workplace. If you are working late, take particular precaution to visually identify any potential dangers as you leave the workplace. If possible, leave at the same time as someone else to make sure you both get to your vehicles safely.
12. If confronted by a person threatening your personal safety, protect yourself and other volunteers above all other considerations. Identify safe places to hide or create barriers and potential routes to flee.
13. Call 9-1-1 to report a crime in progress or a crime that has occurred.
14. Set the security code on the building if you are the last to leave at night and clear the code if you are the first to enter in the morning or on weekends.
15. Lock exterior doors if you are working alone; leave the key in the door to facilitate a speedy exit.
16. Solano Land Trust maintains a fire extinguisher in the 1001 Texas St., Suite C, Fairfield, CA office.
17. Solano Land Trust maintains fire extinguishers at Rush Ranch in the field steward residence, visiting scientist quarters, field lab, office, and nature center.

VI. Confidentiality and Proprietary Materials

Much of Solano Land Trust's work with landowners is of a private and confidential nature. Volunteers may not use or disclose such confidential information except in their performance of volunteer duties. Information regarding personnel, donors, and landowners may not be disclosed unless explicitly approved for release by the Solano Land Trust Executive Director, or as required by law. If you have any questions, consult your Solano Land Trust supervisor, the Solano Land Trust Executive Director, or your Program Partner Administrator.

VII. Unlawful Harassment

Solano Land Trust is committed to providing a work and recreational environment free of unlawful harassment. Solano Land Trust policy prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law. All such harassment, in addition to being unlawful, is prohibited by this policy. Solano Land Trust's unlawful harassment policy applies to all persons involved in the operation of the organization including volunteers, staff, Board of Directors and Program Partners.

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If you believe that you have been unlawfully harassed, you are encouraged to present a complaint to the Solano Land Trust Executive Director, the Solano Land Trust Board President, or your Program Partner Administrator promptly after the incident. If the Solano Land Trust Executive Director and Solano Land Trust Board President are alleged to be responsible for the unlawful harassment, the complaint may be made to any member of the Solano Land Trust Board of Directors. All complaints will be taken seriously. Complaints in written form are preferred but oral and anonymous complaints will also be handled as thoroughly as the detail of the complaints and circumstances permit. Solano Land Trust encourages all volunteers to report any incidents of harassment forbidden by this policy immediately.

Any volunteer determined by Solano Land Trust to be responsible for unlawful harassment will be subject to appropriate action which may include dismissal.

VIII. Violence in the Workplace

Solano Land Trust is committed to providing a safe work and recreational environment that is free of violence, the threat of violence, or threatening acts. Any violent or threatening conduct of any kind on Solano Land Trust properties or involving Solano Land Trust work or recreation-related activities, whether it is directed against a volunteer, Solano Land Trust employee, Solano Land Trust Board member, Program Partner, or outside party, is prohibited and will not be tolerated. Solano Land Trust seeks to prevent violence before it begins and reserves the right to address behavior that suggests a propensity toward violence before the behavior escalates.

9-1-1 shall be called immediately in any emergency. Furthermore, any volunteer who is the victim of any violent, threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct shall immediately report the incident to their Solano Land Trust supervisor. If the Solano Land Trust supervisor is not available or the volunteer believes it would be inappropriate to contact that person, the volunteer should immediately contact the Solano Land Trust Executive Director or the Program Partner Administrator.

IX. Drug and Alcohol Abuse

Use of alcohol, illegal drugs or controlled substances can adversely affect a volunteer's work performance, efficiency, safety and health and therefore seriously impair the volunteer's value to Solano Land Trust. In addition, the use or possession of these substances while volunteering constitutes a potential danger to the welfare and safety of employees, other volunteers, and/or visitors and exposes Solano Land Trust to the risks of property loss or damage, or injury to other persons.

Similarly, the misuse of prescription drugs and/or over the counter drugs also may affect a volunteer's performance and seriously impair the volunteer's value and safety. Any volunteer who is using prescription or over-the-counter drugs that may impair the volunteer's ability to perform a certain activity safely, or may affect the safety or well-being of others, must notify a Solano Land Trust supervisor of such use immediately.

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before starting or resuming volunteering (e.g. while using Solano Land Trust equipment, leading long hikes, etc).

The following are among the activities prohibited:

1. Driving a Solano Land Trust or Program Partner vehicle while under the influence of alcohol, illegal drugs or controlled substances.
2. Driving a personal vehicle on Solano Land Trust business, or Program Partner business on Solano Land Trust properties, while under the influence of alcohol, illegal drugs, or controlled substances.
3. Distribution, sale or purchase of an illegal or controlled substance while on Solano Land Trust properties.
4. Possession or use of an illegal drug or controlled substance, or being under the influence of an illegal drug or controlled substance, while volunteering.
5. Having a measurable amount of any illegal drug or controlled substance in your system while volunteering.
6. Abuse of any legal drug while in a volunteer capacity for Solano Land Trust, meaning the use of any legal drug (a) for a purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

X. Access to Solano Land Trust Properties and Use of Equipment

Volunteers must follow all Solano Land Trust property rules (e.g., smoking and dog policies).

Volunteers must adhere to Solano Land Trust and Program Partner practices and agreements regarding access to property and use of equipment.

Codes and lock combinations are private and confidential. Codes, lock combinations, and keys, if provided, are to be used solely with Solano Land Trust or Program Partner permission. If you are entrusted with codes, lock combinations, or keys, you are not to disclose nor share them with anyone else. If you wish to access a Solano Land Trust property while it is closed to the public, obtain permission in advance and immediately lock gates behind you.

Tools, vehicles, and cell phones, if provided, are to be used solely for Solano Land Trust and approved Program Partner work. Volunteers are expected to use a high level of consideration in caring for, operating, and safeguarding tools, vehicles and cell phones assigned to them.

In addition, Solano Land Trust's computers, software, and network facilities are valuable organizational assets, purchased to improve communications, financial and accounting functions, and data management. They are to be used for Solano Land Trust business only. Volunteers should have no expectation of privacy in the contents of these electronic resources. Solano Land Trust reserves the right for the Solano Land Trust Executive Director or a designee to access, review and disclose all documents on the computer system, with or without notice or volunteer consent. Support for activities conducted by volunteers doing education or work on Solano Land Trust properties is a legitimate use of our computers. Volunteers should consult their Solano

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Land Trust supervisor, the Solano Land Trust Executive Director, or their Program Partner Administrator if a question arises regarding appropriate use.

XI. Whistleblower Policy

Set forth below is Solano Land Trust's policy with respect to reporting good-faith concerns about the legality or propriety of Solano Land Trust actions or plans.

a. Reporting of Concerns or Complaints:

It is the responsibility of all volunteers to comply with Solano Land Trust's Code of Conduct and applicable law and to report violations or suspected violations in accordance with this Whistleblower Policy.

b. Confidentiality:

Solano Land Trust will treat all communications under this policy in a confidential manner, except to the extent necessary (1) to conduct a complete and fair investigation, or (2) for review of Solano Land Trust operations by Solano Land Trust's Board of Directors, its Executive Committee, Solano Land Trust's independent public accountants, and Solano Land Trust's legal counsel.

c. How to Report Concerns or Complaints:

Volunteers may communicate suspected violations of Solano Land Trust's Code of Conduct, applicable law, or other wrongdoing or alleged retaliation by contacting Solano Land Trust's Executive Director. If you wish to remain anonymous, it is not necessary that you give your name or position in any notification.

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XII. Signature Agreeing to Solano Land Trust Volunteer Policy

This Volunteer Policy contains important information concerning my volunteering with Solano Land Trust and/or Program Partners on Solano Land Trust properties. The Solano Land Trust Executive Director and/or my Program Partner Administrator are the persons I should consult if I have any questions not answered by the Volunteer Policy.

I understand that my volunteering with Solano Land Trust and/or Program Partners is by mutual consent, is not a compensated position, and that Solano Land Trust, Program Partners, or I may, at any time, end the volunteer duties at will, with or without cause and with or without advance notice.

I acknowledge that I have received and read the Volunteer Policy, and that it is my responsibility to understand the Volunteer Policy and to read and understand any future revisions. I also acknowledge that Solano Land Trust has provided the Volunteer Policy for information purposes to provide me with an understanding of Solano Land Trust policies and that it is not intended to create any contractual rights, benefits or obligations.

Signature of Volunteer

Date

Name of Volunteer (print)

Preferred email of Volunteer

Preferred phone number(s) of Volunteer

Preferred mailing address of Volunteer (include Street or P.O. Box, City, State, and Zip Code)

In case of emergency: Name and phone number(s) of a trusted relative or friend of the Volunteer

This page must be signed and returned to the Solano Land Trust Executive Director, Program Partner Administrator, or designee prior to actively being involved in any Solano Land Trust or Program Partner volunteer program.

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XIII. Signature Agreeing to Solano Land Trust Liability Waiver

By signing below, I agree to the following: I am aware that my involvement as a Solano Land Trust (SLT) or SLT Program Partner volunteer and transportation to/from volunteering presents certain risks to me, including but not limited to bodily injury, illness, death, loss or damage to my personal property, and/or other safety-related dangers. I further understand that activities involving open space, working ranches, natural lands, hiking, horse-related activities, and boating present inherent risks, including but not limited to variable weather, uneven ground, hill slopes, falling rocks, fences, potentially hazardous historic structures, power systems, wells and water systems, natural or man-made water features, potentially hazardous livestock, potentially hazardous wildlife (including insects such as ticks, wasps, and bees, and plants including poison oak, thorns, thistles, and mushrooms), getting lost, and absence of medical attention.

I certify that I am voluntarily participating as a volunteer and I voluntarily assume all risks, consequences, and potential liability for this participation. I hereby **WAIVE, DISCHARGE AND RELEASE FROM LIABILITY** SLT, SLT's Program Partners (Access Adventure, Jepson Prairie Docents, Rush Ranch Educational Council, San Francisco Bay National Estuarine Research Reserve, Solano County, and the University of California Natural Reserve System) and their respective employees, Board of Directors, members, instructors, volunteers, and their representatives and assigns, from **any and all liability**, claims, causes of action, debts, and demands that may arise from my participation. In the case of my injury, accident, illness, or inability to complete this activity, I understand that I will bear the full cost of any additional transportation or evacuation procedures performed by SLT or SLT's Program Partners. I understand and intend that this assumption of risk and release is binding on my heirs, executors, administrators and assigns.

Unless I opt out below, I hereby consent to and authorize the use and reproduction, in print or electronic format, by SLT and SLT's Program Partners of any and all photographs and videos of me, or my child, which have been taken during this activity for any publicity purpose, without compensation. All images and footage – electronic, negatives and positives, together with the prints – are owned by SLT.

Signature of Volunteer

Name of Volunteer (print)

Date

Option to OPT OUT of photos and videos:
By circling this sentence,
I OPT OUT of the consent to use photos and videos.

Volunteers who are under the age of 18 must have a Parent or Legal Guardian fill out this section.

By signing below, I give permission for my child to volunteer for Solano Land Trust and I agree to the Solano Land Waiver for my child.

Signature of Parent or Legal Guardian

Name of Parent or Legal Guardian (print)

Phone of Parent or Legal Guardian

Street Address, City & Zip Code of Parent or Legal Guardian

This page must be signed and returned to the Solano Land Trust Executive Director, Program Partner Administrator, or designee prior to actively being involved in any Solano Land Trust or Program Partner volunteer program.

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Implementation and Authority

Individuals who volunteer once or from time to time will be required to sign a waiver on those occasions. Individuals who volunteer on an ongoing basis or do an internship with Solano Land Trust or Program Partners on our properties will be required to sign this volunteer policy, in addition to a waiver.

The Solano Land Trust Board of Directors give authority to the Solano Land Trust Executive Director to make administrative changes without Board review.

The Solano Land Trust Board of Directors will review this policy on a periodic basis. Non-administrative changes will be approved by the Board of Directors before they go into effect. The Executive Director will sign off on the official copy that a Board review/update has been completed.

Those who sign this Volunteer Policy and provide an email will be added to the Solano Land Trust volunteer email list. When revisions occur, the volunteer email list will be notified, a revised electronic copy will be available on the volunteer page of www.SolanoLandTrust.org, a revised hard copy will be available at the Solano Land Trust office, and revised electronic and hard copies will be sent to Program Partners.

Other Agency Involvement

The following entities are Program Partners of Solano Land Trust:

Access Adventure

www.access-adventure.org

Jepson Prairie Docents

Rush Ranch Educational Council

www.rushranch.net

San Francisco Bay National Estuarine Research Reserve

sfbaynerr.org

Solano County

www.solanocounty.com/parks

University of California Natural Reserve System

nrs.ucdavis.edu/jepson.html