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**TZOFIM SHEVET HERMON VOLUNTEER AGREEMENT**

The Tzofim Shevet Hermon Inc. relies on volunteers to support the activities and initiatives.

Tzofim Shevet Hermon has volunteer policies that specify the organization’s expectations regarding conduct, expectations and standards.

**The Volunteer (Full Name)**

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**and Tzofim Shevet Hermon Inc. (hereinafter the “organization”) have agreed to enter into a volunteer relationship and wish to reflect the terms of their agreement in writing.**

This Volunteer Agreement confirms that the Parties have mutually agreed as follows:

**Expectations**

The organization is expected to ensure that you:

* Learn about your role and duties
* Get guidance and support in your volunteer role;
* Be reimbursed for pre-approved expenses for the organization.
* Be treated with respect
* Consider and hear your ideas

**Responsibilities:**

As a volunteer, you have the responsibility to:

* Be punctual for your volunteer duty or shift;
* Be reliable and responsible;
* Communicate any issues or concerns that you encounter during your volunteering
* Do your duties as assigned and directed;
* Accept guidance from Chapter head “Rosh Shevet”
* Be willing to learn and participate in orientation, training programs, and meetings;
* Keep sensitive organizational information confidential;
* Comply with the policies and procedures of the organization listed in this document below

**Vulnerable Sector Screening (VSC)**

Upon the request of the organization, the volunteer agrees to obtain and submit a VSC and will renew such security check upon request of the Organization. The organization, in its sole discretion, will determine whether such offences pose an unacceptable risk to the safety and security of the organization and its members and may terminate this Agreement immediately. Failure to participate in the submission of a VSC will result in ineligibility to volunteer with the organization.

Online VSC application can be found [**https://event.yrp.ca/OnlineClearance/**](https://event.yrp.ca/OnlineClearance/)

**Code of Conduct**

Volunteers should recognize that they may be seen as representatives of the Tzofim Shevet Hermon.

A summary of the volunteer ‘Standards’ pertaining to Code of Conduct are below:

* Treat others with respect and refrain from negative or disparaging remarks or conduct
* Conduct yourself in a professional manner with participants and families.
* Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
* Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature.
* Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
* Speaking on behalf of the organization is not allowed unless authorization was received by Chapter head or the board of directors.
* Tzofim Shevet Hermon has a zero tolerance for any behavior that constitutes abuse. including harassment, sexual and otherwise,

**Harassment**

Harassment comprises any unwelcome or objectionable physical, visual or verbal conduct, comment or display, whether intended or unintended, that is insulting, humiliating or degrading to another person, or creates an intimidating, hostile or offensive environment and/or based upon the basis of race, ethnicity, language, religion, gender or sexual orientation, disability or age, or other immutable characteristics of an individual.

Examples of harassment include, but are not limited to:

Threats on any of the prohibited grounds under the Human Rights Code; derogatory written or verbal communication or gestures ;(e.g. name-calling, slurs, taunting pictures or posters, bullying, graffiti), that relate to any of the prohibited grounds under the Human Rights Code. jokes about race, ethnic origin or cultural differences; application of stereotypes or generalizations based on any of the prohibited grounds under the Human Rights Code.

**Sexual Harassment**

Sexual harassment means any unwelcome conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents.

Examples of sexual harassment include, but are not limited to: remarks, jokes, innuendoes or other comments regarding someone’s body, appearance, physical or sexual characteristics or clothing; unwelcome or uninvited invitations or requests of a sexual nature; unwelcome questions or sharing of information regarding a person’s sexuality, sexual activity or sexual orientation. displaying of sexually offensive or derogatory pictures, cartoons or other material unwelcome questions or sharing of information regarding a person’s sexuality, sexual activity or sexual orientation

**Violence:**

Violence can take various forms, whether through physical action or through the use of words. Examples of violence include, but are not limited to:

Verbal:

Any statement or behaviour that could be interpreted as a threat to exercise physical force and which could cause physical injury. It is important to note that the tone of verbal communications will also characterize how words are perceived. We must be aware that age, culture, socioeconomic status and particular sensitivities affect how a person may perceive communications.

Physical:

Physical force or the attempt of physical force that could cause physical injury to a person.

Emotional:

Using the position of power to intimidate or show insensitivity toward the person. Emotional abuse demeans a person in such a way as to lower their sense of personal worth.

Other Examples include but are not limited to:

deliberate contraventions to the Ontario Human Rights Code and the AODA; speaking to the person harshly; theft; Confidentiality

As a volunteer you may come to know sensitive information about a Tzofim participant or their family member. Volunteers will not, during or at any time after the commencement of this Agreement with Tzofim Shevet Hermon Inc. use or disclosure or aid or abet others to use or disclose, any confidential information.

**COVID-19**

The following are general guidelines for in person volunteerism to help keep you safe so you can help others,

All volunteers are required to be fully vaccinated against COVID-19 before volunteering. Volunteers are considered fully vaccinated 2 weeks after receiving the 2nd dose of an approved COVID-19 vaccine. You will be asked to show proof of COVID 19 vaccination.

Before arriving to your shift, please complete [self screening](https://covid-19.ontario.ca/school-screening/)

If you are experiencing symptoms consistent with COVID-19 as identified in the screening tool (not related to a COVID-19 vaccine), do not come to Tzofim activity and follow the guidance in the screening tool, which may include seeking appropriate medical attention as required, and/or getting tested for COVID-19.

Avoid direct physical contact with participants as much as possible.

Wear face coverings during the event. Masks must cover the mouth and nose.

Face masks or covering can be temporarily removed when physical distancing is not a concern and for the purpose of:

* Consuming food or drink
* For any emergency or medical purpose
* While actively engaging in moderate to intense physical activity (such as running)
* Outdoor activities when 2 meter distance maintained

If you come across a client who is not feeling well, inform “Rosh Hashevet”. Participants who develop symptoms while at Shevet Hermon activity will be asked to wear a mask and isolate in a separate area until a parent arrives for pickup, the participant will be kept at least 2 meters away from other individuals. While waiting the participant and staff member will wear a surgical/procedure mask (if tolerated).

If the symptomatic participant has a sibling attending Tzofim, they too will be excluded during this time.

**Liability Insurance**

Volunteers, when acting in an approved activity, are insured under the Tzofim Insurance Program. If any incident occurs, notify the staff member in charge immediately to ensure that proper steps are followed.While Tzofim Shevet Hermon takes appropriate precautions to ensure a safe workplace, volunteering in this regard is at the volunteer’s own risk.

**General**

The volunteer hereby agrees to abide by the terms and conditions outlined in this Agreement. To evidence their agreement, the volunteer has signed this Agreement.

**VOLUNTEER INFORMATION**

Full Name:

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Address

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Phone:

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E-mail Address:

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Emergency Contact Name:

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Emergency Contact Phone:

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Are you trained and certified to provide first aid ?

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| --- | --- |
| Yes | No |

\*if yes expiry date of certificate: Click or tap to enter a date.

**Volunteer signature**

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**Date:** Click or tap to enter a date.

**Thank you for your time and commitment, it is greatly appreciated!**