



DETROIT

VOLUNTEER WAIVER AND RELEASE OF LIABILITY

In consideration of the opportunity to volunteer with Deo Gratias Ministries Detroit ("DGMD"), I hereby agree to the following Waiver and Release of Liability (the "Agreement"):

1. Waiver and Release of Liability: My participation in certain volunteer opportunities with DGMD is voluntary and subjects me to the possibility of physical injury (which could be minimal, serious, and/or result in death) and loss of or damage to my property (collectively, "Risks"). Accordingly, I agree to the following:

a. I hereby release and hold harmless DGMD, its officers, directors, employees, agents, volunteers, and contractors (collectively, "Releasees") from any claim, demand, loss, liability, damages, and attorney fees and costs whatsoever arising from, related to, or resulting from these Risks ("Claims"), including those caused by the negligent acts or omissions of any or all of the Releasees.

b. As between each of the Releasees and me, I will be solely responsible for any and all medical and related bills that I may incur because of any injury, as well as costs related to loss or damage to my property, that I may sustain as a result of my participation in the voluntary opportunity, including those sustained on the premises where the volunteer event is conducted and while I am traveling to and from such premises, regardless of the location or mode of transportation.

c. This Agreement shall be binding upon me, on my estate, heirs, executors, administrators, successors, and assigns, as well as any other party asserting a Claim on my behalf or on behalf of my estate.

2. General Provisions:

a. I hereby expressly agree that (1) this Agreement shall be governed and construed according to the laws of the state of Michigan without regard to its conflict of laws provisions and (2) any action or proceeding concerning any Claim or the meaning or effect of any provision of the Agreement shall be conducted only in the federal or state courts located in Detroit, Michigan, and that for such purposes, I expressly submit to the jurisdiction of such courts.

b. This Agreement contains the entire understanding between and among the parties concerning these matters. No waiver, modification, or amendment of any of the terms of this Agreement shall be effective unless made in writing and signed by the party to be charged.

c. I hereby expressly agree that if any portion of this Agreement is held invalid, the balance of the Agreement shall nonetheless continue in full legal force and effect.

I warrant that I have read and understand that this Agreement involves my waiver and release of significant rights and my assumption of significant indemnification responsibilities in my service with DGMD.

Volunteer's Printed Name

Date

Volunteer's Signature



VOLUNTEER HEALTH AND SAFETY COMMITMENT

Deo Gratias Ministries Detroit (DGMD) is firmly committed to the safety of our staff, volunteers, guests, and community members. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for the staff and volunteers. We value you not only as a volunteer but also as a human being, vital to your family, your local community, and DGMD.

Safety practices at DGMD are based on these principles:

1. Protecting health and safety is an important part of our work.
2. Accident prevention is good practice. It minimizes human suffering, promotes better working conditions for everyone, and increases the effectiveness of DGMD's services.
3. All accidents are preventable when everyone follows effective safety rules and procedures.
4. Volunteers are responsible for following safety rules and practices, and for preventing accidents and injuries. Failure to do so may result in dismissal.
5. Volunteers are encouraged to report any unsafe work practices or safety hazards encountered while working with DGMD.
6. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor or manager on duty.
7. All volunteers and persons involved with service at DGMD must strive to constantly improve safety awareness and to prevent accidents and injuries.

As a volunteer, you must be fully committed to protecting your own health and safety, as well as that of other staff members, volunteers, guests, and community members. You must agree to follow the rules and procedures that are described in the Volunteer Safety Handbook. In addition, you must be aware of and follow the safety rules for your specific service area.

Everyone at DGMD must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy.

By signing this document, I, _____, confirm that I have received Deo
Gratias Ministries Detroit's Volunteer Safety Handbook.

I have read and understood all rules and procedures as described, and I agree to comply with these
policies, rules, and procedures.

Volunteer's Signature

Date



VOLUNTEER ETHICAL RESPONSIBILITIES

Deo Gratias Ministries Detroit nurtures a safe, welcoming, faith-inspired community that promotes the dignity of each person and all creation in disadvantaged areas of Detroit.

We work together to create a safe, social and spiritual environment, while providing respectful holistic service in response to need and fostering transformation through hospitality and community.

Volunteers with Deo Gratias Ministries Detroit commit to the following ethical responsibilities.

- Treat each person with due regard and courtesy.
- Use respectful language when communicating, either verbally or in writing.
- Respect personal boundaries.
- Always respect the privacy of each person, to the extent that laws governing confidentiality permit.
- Extend a warm welcome to everyone, as they are, without conditions or questions.
- Honor each person's unique attributes, including ethnicity, age, gender, race, religion, physical and developmental ability, sexual orientation, or socioeconomic status.
- Strive for a sensitive awareness and understanding of others' needs, expressed in caring words and actions.
- Strive to protect the rights of the individual while serving the good of the community.
- Base decisions on principles of justice, striving to achieve consensus and unity.
- Support continuous improvement of each person and the ministry.

My signature certifies that I agree to abide to the above ethical responsibilities.

Volunteer's Printed Name

Date

Volunteer's Signature



VOLUNTEER CONFIDENTIALITY AGREEMENT

During your volunteer service with Deo Gratias Ministries Detroit ("DGMD"), you will have access to and gain knowledge of confidential information not regarding DGMD, its employees, volunteers, donors, community partners, and guests.

As a condition of your service with DGMD, you commit to abide by the following Volunteer Confidentiality Agreement ("Agreement"), during your time of service and afterward.

1. **Term of Agreement.** This Agreement is effective upon the date below and shall survive indefinitely, even after you leave the services of DGMD.
2. **Confidential Information Defined.** Confidential Information is information not generally known to the public or to others who could obtain economic value from its disclosure or use.
 - a. Confidential information includes personal or financial information about DGMD's employees, volunteers, community partners, donors and/ or guests.
 - b. Confidential information includes all information that should reasonably be understood by you to be confidential because of the circumstances of disclosure, or the nature of the information itself, regardless of whether such information is marked "Confidential." All information gained in the course of your service should be presumed confidential unless the information is clearly identified otherwise, or the circumstances of disclosure clearly show it not to be confidential.
 - c. Confidential information includes, without limitation, information which is written, discussed, developed, obtained, or learned, during the usual hours of work or otherwise.
 - d. Confidential information includes all confidential and proprietary material that you may design, author, create, distribute, or produce during the term of your service.
3. **Non-Disclosure.** You agree to the non-disclosure of confidential information in writing, orally or electronically. This includes the prohibiting of postings on any social media platform (Facebook, Instagram, YouTube etc.), except under certain conditions. No picture and/or recordings shall be posted without the written permission of the person(s) being filmed or photographed, and the Manager of Communications for DGMD.
4. **Return of Confidential Information.** You agree to promptly return all confidential information when requested by DGMD or upon the termination of your service.
5. **Compliance with Rules.** You agree to comply with all reasonable rules established from time to time by DGMD for the protection of confidential information.

6. **Disclosure to the Government.** You are permitted by federal law to disclose confidential information *if you do so in complete confidence*, either directly or indirectly, to a *federal, state, or local government official or to an attorney*. Such disclosure is permitted, however, solely (i) for the purpose of reporting or investigating a suspected violation of applicable law; or (ii) in the context of a complaint or other document *filed under seal* in a lawsuit or other proceeding. You must advise DGMD prior to such disclosure.

By your signature below you acknowledge that you have received a copy of the Agreement, that you have read and understand this Agreement, and that you agree to comply with all the terms of the Agreement.

Volunteer's Printed Name

Date

Volunteer's Signature

Printed Name Witness

Date

Witness Signature



CIVIL RIGHTS TRAINING FOR CSFP/TEFAP VOLUNTEERS

Please read and check each statement in the box provided. Please print and sign where noted.

1. ☐ Any program that receives Federal funding must comply with Civil Rights laws, regulations, instructions, and guidance. **The Emergency Food Assistance Program (TEFAP)** and the **Commodity Supplemental Food Program (CSFP)** are federally funded. Agencies receive both federal money and federal commodities. Both are considered funding and make both programs subject to Civil Rights regulations.
2. ☐ Civil Rights are non-political rights. Any discrimination based on the protected classes is prohibited by law.
3. ☐ The protected classes are: race, color, national origin, sex, disability, and age.
4. ☐ Sometimes the law allows for provisions that limit program participation, such as the age requirement for CSFP. The law states the program is only for those over the age of 60.
5. ☐ There are three types of discrimination:
 - a. Disparate Treatment: This is intentional discrimination against someone.
 - b. Disparate Impact: This is when actions cause unintentional negative results for a protected class.
 - c. Reprisal/Retaliation: This is an intentional act against someone who opposes discriminatory practices, makes a complaint, or assists in a complaint investigation.
6. ☐ The goals of Civil Rights are to:
 - a. Ensure equal and consistent treatment for all applications and participants.
 - b. Provide knowledge of program participants rights and responsibilities.
 - c. Eliminate illegal barriers that prevent or deter people from receiving benefits.
 - d. Promote dignity and respect for everyone.
7. ☐ It is of utmost importance to always maintain confidentiality. It is not appropriate to talk about who is receiving benefits and to make remarks about them during or outside of distributions. Never share information with others regardless of an expression of good intentions. Refer all requests for information to managers.
8. ☐ Racial and ethnic data must be recorded annually for CSFP and may be collected (but not required) for TEFAP. The data is used to assess participation and to target outreach. Individual data must be kept confidential.
9. ☐ Outreach includes all forms of communication that let participants and potential participants know about the program, the distribution locations, times, and contact information for the agency. Outreach may be necessary in languages other than English.
10. ☐ The USDA non-discrimination statement must be included on all printed materials relating to the USDA Foods Programs. The statement must be available to applicants during certification and the participants during distribution.

11. ☐ The USDA "And Justice for All..." poster must be displayed during distribution in a place where it can be seen by all who visit the premises. The poster has the USDA non-discrimination statement and includes information regarding how and where to report a Civil Rights complaint.
12. ☐ Anyone has a right to file a Civil Rights complaint. If an applicant or participant asks to file a Civil Rights complaint, refer them to either the information on the "And Justice for All..." poster or to an agency contact who will provide them with the instructions for filing a complaint.
13. ☐ Agency staff and volunteers are required to cooperate with State and Federal reviewers who are required to conduct periodic compliance reviews that include a Civil Rights component. If deficiencies are found during an official review, voluntary correction is sought first. However, failure to abide by Civil Rights regulations, instructions, and guidance can lead to loss of Federal financial assistance.
14. ☐ Make sure people with disabilities are accommodated. Sites should be accessible to people with all types of disabilities (e.g. mobility, sight, hearing, other) or alternate means of service delivery should be advertised and provided. Allowing a proxy to pick up on behalf of a program participant is one common way to meet this need.
15. ☐ Information about the program may be required in a language other than English. Based on the extent of the need, the agency may provide translated materials or services. Children should not be used as translators. All household information translated must be kept confidential.
16. ☐ Sexual harassment is prohibited. Do not engage in or tolerate unwanted or unwelcome sexual behavior including jokes, touching, requests for sexual favors, etc. Report violations to management, state, or federal officials.
17. ☐ Treat everyone with dignity and respect and make people feel welcomed. Make sure all participants receive equal treatment and service.
18. ☐ If a conflict occurs, remain calm. Explain the situation, rules, and expectations. Offer solutions. Follow the agency's policy on dealing with complaints. Call for assistance if the conflict rises.

Volunteer's Printed Name

Date

Volunteer's Signature

Printed Name of Agency Staff

Date

Agency Staff Signature

It is recommended that a copy of the signature page be kept on file with the Agency for recordkeeping and the volunteer keep the signed original for his/her own reference and recordkeeping.

Federal regulations require annual Civil Rights training.

This institution is an equal opportunity provider.



Acknowledgement of Volunteer Handbook and Safety Handbook

I, _____, testify that I have received, read, and understood the Volunteer Handbook and Safety Handbook for Volunteers for Deo Gratias Ministries Detroit.

By my signature, I commit to abiding by the information contained in these documents during my service as a volunteer with Deo Gratias Ministries Detroit.

I understand that failure on my part to follow these policies and procedures may result in my dismissal as a volunteer with Deo Gratias Ministries Detroit.

Volunteer's Signature

Date