



# Tucker House Renewal Centre

Business Address (donations/inquiries): 155-99 Fifth Ave, Ottawa, ON, K1S 5P5

Tucker House Address (rentals): 1731 Tucker Rd, Rockland ON K4K 1K7

[www.tuckerhouse.ca](http://www.tuckerhouse.ca)

613-446-2117

## Volunteer Agreement & Guidelines

### Qualifications for Volunteers

- Be committed to the development of a sustainable society and observe the values of love of neighbour and care for creation/nature.
- Subscribe to the Mission statement of Tucker House Renewal Centre (see [www.tuckerhouse.ca](http://www.tuckerhouse.ca)).
- Do not represent any other organization or interest that could create a conflict of interest.
- If applicable, possess specific skills as deemed necessary for the position.

### Behaviour and Performance Standards

Our volunteers are our most valued asset. We work together as a team. We rely on the efforts of our volunteers. The achievements of Tucker House Renewal Centre are dependent on the successful discharge of volunteers' responsibilities. We are committed to creating a safe and secure environment for everyone involved in our organization.

Volunteers should expect that:

- they will always be treated with the respect, dignity and consideration they deserve
- they will not be discriminated against on the basis of ethnicity, age, gender, religion, ability or sexual orientation
- their commitment and contribution will be recognized and appreciated
- appropriate measures will be taken to ensure their safety and the safety of those they serve
- they will be adequately prepared and equipped for the tasks assigned to them
- effort will be given to selecting tasks appropriate to their interests and abilities
- they will have a clear understanding of their roles and duties and be provided with a written job description
- the Tucker House Renewal Centre carries a liability insurance policy to cover the actions of volunteers

The Tucker House Renewal Centre should expect that volunteers will:

- ensure an up-to-date Police Records Check / Vulnerable Persons Check is on file if required
- understand and support Mission Statement of Tucker House
- ensure their job description is understood
- work as team members, sharing the gifts and abilities they have been given
- be loyal to the Tucker House Renewal Centre and maintain its dignity and integrity with the public
- accept the policies and follow the guidelines established by the Tucker House Renewal Centre
- respect the principle of confidentiality and follow the same ethical standards expected of all Volunteers and Staff



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- accept the assignment of their choice, relative to their personal abilities and decline assignments with which they are uncomfortable
- participate in an orientation session and any offered training
- always arrive at assignments at the agreed time and, if necessary, call as early as possible to be excused so that a substitute can be arranged
- There will be no unauthorised alcoholic beverages allowed on the site. Possession of alcohol will result in dismissal and may also involve criminal charges.
- The use of illegal drugs is prohibited. The use or possession of illegal drugs will result in dismissal and may also involve criminal charges.

As outlined in the Human Resource Policy of Tucker House Renewal Centre, all volunteers will abide by the following Policies:

- Smoke-Free Workplace
- Harassment and Discrimination Free Workplace
- Incident and Corrective Action

## Volunteer Agreement

I hereby agree to the Volunteer Guidelines of Tucker House Renewal Centre.

Volunteer Name: \_\_\_\_\_

Position (and Working Group) you applying for: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_