



Volunteer Commitment Form: COVID-19

First and foremost, **welcome to LFC** and **welcome back** to some! We are so happy to have you volunteer with us. Since the COVID-19 pandemic, there have been changes in the way LFC looks as well as new practices and protocols regarding the volunteer program. We understand that these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal”.

Here are some things we are implementing to help keep LFC safe and to support you:

- Must wear a face mask while volunteering.
- Practice social distancing at all times.
- Clock in through the Humanity app on your phone, if you sign in through our computer then please sanitize the keyboard after every use.
- Receive your assigned volunteer position and station at the beginning of every shift: volunteers are only allowed to sit at the labeled “workstation”.
- More frequent cleaning and sanitizing at all volunteer stations: you must clean your work station before starting, throughout your shift, and before leaving LFC.
- More frequent hand washing and hand sanitizing throughout your shift: you must wash and/or sanitize your hands after using the bathroom, after using the snack closet/fridge, after using the coffee table, and multiple times throughout your shift.
- Access to hand sanitizer throughout LFC: one hand sanitizing station across from the bathroom, one hand sanitizing station before entering the refurb/burn-in department, and one hand sanitizing station in the back room.
- **You may not come to LFC unless you have an approved scheduled shift or you are interested in purchasing from us: volunteers will not be able to come in whenever they’d like.**
- New limits on the number of people allowed to gather in LFC: no more than 17 volunteers allowed in the building at any given time, 7-refurb, 3-burn in, 2-repairs, 2-front desk, 3-Chromebooks/backroom

Here are some things we expect you to implement to help keep LFC safe:

- **Stay/go home if you feel sick. If you have any symptoms of COVID-19, please stay home for 14 days after your symptoms have cleared up.**
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through LFC and while speaking to others.
- You may, but are not required to, wear gloves while volunteering.
- Be considerate of others (remember, we’re all in this together).
- Call, email, message, or video conference LFC: do not arrive unannounced.
- Tell others to participate in these safety measures if they are not.

Speak with any of the staff members if you have any questions or concerns:

***Staff Members:**

- **Gabriela López Chávez - Executive Director**
gabriela@loavesfishescomputers.org
- **Evens Lanot-Program Delivery and Operations Manager**
evens@loavesfishescomputers.org
- **Azalea Power-Digital Fluency Project Manager**
azalea@loavesfishescomputers.org
- **Junior Muñoz- Refurbishing Manager**
juniormunoz@loavesfishescomputers.org
- **Dalia Gonzalez- Administrative Lead**
dalia@loavesfishescomputers.org
- **Andrea Cruz Montes- Computer Literacy Instructor & Coordinator**
andrea@loavesfishescomputers.org
- **Marci Yeater-AmeriCorps VIP Fellow (Volunteer Coordinator)**
volunteer@loavesfishescomputers.org

By signing below you are acknowledging that you have read, understand, and commit to implementing the above guidelines to the best of your ability while at LFC.

Name:

Date:

Signature:

Parent/Guardians of Minors

I, the undersigned, am the parent or guardian of a minor volunteer, under eighteen years of age. I consent to my child volunteering at Loaves, Fishes & Computers post COVID-19 under the guidelines stated above.

Name:

Date:

Signature:



LFC NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY ACKNOWLEDGMENT

INTENT

Loaves, Fishes & Computers (LFC) believes that respectful, professional conduct furthers our mission, promotes productivity, minimizes disputes, and enhances our reputation. LFC expects every volunteer and employee to show respect for all of our colleagues, clients, and vendors. Harassment by volunteers, employees, or any third parties is a form of misconduct that degrades our environment and undermines the integrity of LFC's relationship with the community. LFC is committed to providing a work environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. LFC will not tolerate any form of discrimination or harassment that violates this policy.

NON-DISCRIMINATION

LFC does not discriminate in volunteer or employment opportunities/practices on the basis of race, color, religion, disability, national origin, genetic information, sex (including pregnancy), age, sexual orientation, gender (including gender identity and expression), marital status, protected veterans status, citizenship status or any other characteristic protected by applicable law.

Our policy of Non-discrimination in volunteer and employment applies to recruitment, hiring, compensation, promotions, transfers, discipline, demotions, terminations, layoffs, access to benefits and training and all other aspects of volunteering and employment.

Volunteers and employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Manager or any other staff member. Volunteers and employees can voice concerns and submit reports without fear of retaliation. Any LFC volunteer or employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

HARASSMENT PROHIBITED

We will provide a safe and pleasant environment where everyone is treated with fairness and respect. It is against LFC policy for any volunteer or employee to verbally or physically harass or discriminate against another volunteer/ client on the basis of an individual's race, color, religion, national origin, genetic information, sex (including pregnancy), age, sexual orientation, gender (including gender identity and expression), marital status, protected veterans status, citizenship status or any other characteristic protected by applicable law. Harassment of volunteers or employees at LFC by any third party will not be tolerated either. Any volunteer or employee who violates the company policy against harassment will be subject to corrective action, up to and including termination.

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory action and any welcome or unwelcome conduct that is inflicted on someone because of that individual's protected status. Among the types of conduct prohibited by this policy are epithets, slurs, jokes, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. LFC prohibits that conduct in the shop, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors and other verbal or physical conduct where:

- Submission to such conduct is either an explicit or implicit condition of commitment or employment
- Submission to, or rejection of, such conduct is used as the basis for decisions affecting the person involved
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment

This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature and regardless of whether it rises to the level of a legal violation. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

Examples of gender-based harassment forbidden by this policy include (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual's appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

REPORTING PROCEDURES

Any employee who believes he or she has experienced or witnessed any conduct that is in violation of this policy should report that concern to a member of our **staff*** immediately. These are the individuals authorized by this policy to receive complaints on behalf of LFC. This policy does not require reporting harassment to any individual who is creating the harassment.

Complaints may be made orally or in writing. To file a complaint in writing, please fill out the Harassment, Discrimination, or Retaliation Complaint Form*. If a complaint is made orally, the employee/volunteer may be asked for a written statement during the investigation. All complaints, to the extent possible, should include dates, times, location, details of the incident(s), names of the individuals involved and the names of witnesses to the incident(s). All complaints

will be forwarded immediately to the Executive Director. Any supervisor who is aware of conduct inconsistent with this policy or who receives or learns of a report of conduct inconsistent with this policy must report such conduct immediately to the Executive Director.

***Staff Members:**

- **Gabriela López Chávez - Executive Director**
gabriela@loavesfishescomputers.org
- **Evens Lanot-Program Delivery and Operations Manager**
evens@loavesfishescomputers.org
- **Azalea Power-Digital Fluency Project Manager**
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andrea@loavesfishescomputers.org
- **Marci Yeater-AmeriCorps VIP Fellow (Volunteer Coordinator)**
volunteer@loavesfishescomputers.org

If the person feeling harassed does not feel comfortable bringing it to the attention of the staff members, then they are welcome and encouraged to contact the LFC board chair, Stephen Bernasconi, at stephen.b@loavesfishescomputers.org.

RESPONDING TO COMPLAINTS

All reports describing conduct that is inconsistent with this policy will be investigated promptly and thoroughly. Volunteers and employees are required to cooperate in investigations. LFC is committed to maintaining confidentiality to the extent possible. LFC will take all reasonable measures to ensure that the situation is divulged only to those with a need to know.

CORRECTIVE ACTION

We will not tolerate any harassment or discrimination in violation of this policy. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then LFC will take corrective action, including discipline, up to and including termination of volunteer or employee, as is appropriate under the circumstances, regardless of the job positions of the parties involved. If the person who engaged in conduct in violation of this policy is not an LFC volunteer or employee, then we will take whatever corrective action is reasonable and appropriate under the circumstances.

RETALIATION PROHIBITED

Retaliatory treatment of any volunteer or employee for reporting discrimination, harassment or other prohibited behavior or for cooperating in a harassment investigation is strictly forbidden. All volunteers and employees who experience or witness any conduct they believe to be retaliatory should immediately report such conduct to a supervisor.

LFC strongly encourages every employee to report any incidents of harassment immediately (even if you are not the victim of the harassment) so that complaints can be resolved in a timely and appropriate manner Employees should also know that they have a right to file such complaints with the California Department of Fair Employment and Housing and the Federal Equal Employment Opportunity Commission, government agencies which investigate and adjudicate complaints of prohibited harassment in employment.

By signing below you are acknowledging that you have read the above policy and agree to abide by it at all times while at LFC and/or representing LFC.

Name:

Date:

Signature:

Loaves, Fishes & Computers
938 South Main Street
Salinas, CA 93901



Volunteer Commitment Form: Hours

By choosing Loaves, Fishes & Computers (LFC) as your site for volunteering it is important to understand how much your time means to us. LFC is a volunteer-based organization and therefore you are very valuable to our success! Whether or not you think you'll be a long- or short-term volunteer we want to know what your goal number of hours is. This refers to how many hours you'd like to volunteer at LFC total, and by providing this number you will not be subjected to serve that many hours. This data will be used for retention rate data and to find out if you have reached your goal! Thank you for participating.

Name:

Date:

Goal number of hours (total) you'd like to serve:

Signature:

Loaves, Fishes & Computers is a nonprofit organization dedicated to helping local individuals and families overcome the digital and economic divides. LFC provides low-to-no-cost computer systems, digital literacy classes, hands-on technology workshops, and technical assistance/computer repair for people who qualify as low-income including individuals, families, seniors, veterans, children, people with disabilities and nonprofit organizations. We also provide volunteers an encouraging and gratifying place to learn about Computer Science and Information Technology.

Your Copy: Loaves, Fishes & Computers, Inc. Waiver and Release of Liability

Waiver and Release of Liability: In connection with my voluntary involvement in activities undertaken for, and/or with the participation and support of Loaves, Fishes & Computers, Inc., I, the undersigned, hereby agree, for myself, my heirs, executors, administrators or assigns, to release and discharge Loaves, Fishes & Computers, Inc., its officers and directors, members, partners, funders, employees, agents, and volunteers (Releasees) from all claims, demands, and actions from injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence.

I agree to release and hold Loaves, Fishes & Computers, Inc. and its Releasees harmless from any cause or action, claims or suit arising there from. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk and that I have read the foregoing terms and conditions of this release. I understand that I will receive no payment for my services at Loaves, Fishes & Computers, Inc. I agree that I will perform activities that I am comfortable performing and will follow all instructions. I also grant full permission to Loaves, Fishes & Computers, Inc. and their Releasees, to forever use photographs, videos, audios or quotations from me in legitimate accounts and promotion of Loaves, Fishes & Computers, Inc. activities, without identification of me by name (or with name, at your discretion), and without compensation.

I have read the above release and state that I have understood it and that I am voluntarily signing it without any inducement or representation from any member of the staff. I understand that I will not be held liable for any action, wrongdoing, or unintended damage to property of Loaves, Fishes & Computers, Inc. I further understand that I am free to stop all volunteering at my discretion and that I can be dismissed of my volunteering opportunity at any time for any reason or for no reason whatsoever.

I have read all the above and agree to abide by the policies of Loaves, Fishes & Computers
(Initials) _____

LFC Copy: Loaves, Fishes & Computers, Inc. Waiver and Release of Liability

Waiver and Release of Liability: In connection with my voluntary involvement in activities undertaken for, and / or with the participation and support of Loaves, Fishes & Computers, Inc., I, the undersigned, hereby agree, for myself, my heirs, executors, administrators or assigns, to release and discharge Loaves, Fishes & Computers, Inc., its officers and directors, members, partners, funders, employees, agents, and volunteers (Releasees) from all claims, demands, and actions from injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence.

I agree to release and hold Loaves, Fishes & Computers, Inc. and its Releasees harmless from any cause or action, claims or suit arising there from. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk and that I have read the foregoing terms and conditions of this release. I understand that I will receive no payment for my services at Loaves, Fishes & Computers, Inc. I agree that I will perform activities that I am comfortable performing and will follow all instructions. I also grant full permission to Loaves, Fishes & Computers, Inc. and their Releasees, to forever use photographs, videos, audios or quotations from me in legitimate accounts and promotion of Loaves, Fishes & Computers, Inc. activities, without identification of me by name (or with name, at your discretion), and without compensation.

I have read the above release and state that I have understood it and that I am voluntarily signing it without any inducement or representation from any member of the staff. I understand that I will not be held liable for any action, wrongdoing, or unintended damage to property of Loaves, Fishes & Computers, Inc. I further understand that I am free to stop all volunteering at my discretion and that I can be dismissed of my volunteering opportunity at any time for any reason or for no reason whatsoever.

(Print name above)

(Signature of Applicant)

Date

.....

Parent/ Guardians of Minors

I, _____ am the parent or guardian of a minor volunteer, under eighteen(18) of age. I
(print parent/guardian's name above)

consent to my child volunteering at Loaves, Fishes & Computers, Inc. and agree to the terms and conditions as stated above.

(Print name of child)

(Signature of Parent/ Guardian)

Date

Multimedia Release and Waiver Form

I grant permission to Loaves, Fishes & Computers Inc., It's employees and agents, to take and use visual images of me. Visual images are any type of recording including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or written descriptions of recordings. I agree that LFC owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as company-sponsored websites, publications, promotions, broadcast, advertisements, posters, and theater slides, as well as non-university publications or broadcast, electronic or otherwise. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.

Yes

NO

I release LFC and its employees and agents including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability arising from the use of the images.

I am 18 years of age or older and competent to sign this release. I have read this release before signing, I understand it's contents, meaning, and impact and freely accept the terms.

Printed Name

Cell Number or Email

Address

Signature

Date

Parent or Guardian signature if under 18 years of age

Staff or Photographer Notes:

Formulario de Liberación y Exención de Multimedia

Doy permiso a Loaves, Fishes & Computers Inc., Sus empleados y agentes, para tomar y usar imágenes visuales de mí. Las imágenes visuales son cualquier tipo de grabación, incluyendo pero no limitado a fotografías, imágenes digitales, dibujos, representaciones, voces, sonidos, grabaciones de video, clips de audio o descripciones escritas de grabaciones. Estoy de acuerdo en que LFC posee las imágenes y todos los derechos relacionados con ellas. Las imágenes pueden ser utilizadas de cualquier manera o medios sin notificarme, tales como sitios web patrocinados por la compañía, publicaciones, promociones, difusión, anuncios, carteles y diapositivas de teatro, así como publicaciones no universitarias o difusión, electrónica o de otro tipo. Renuncio a cualquier derecho de inspeccionar o aprobar las imágenes terminadas o cualquier material impreso o electrónico que pueda ser utilizado con ellos.

SI

NO

Liberó a LFC y sus empleados y agentes incluyendo cualquier firma autorizada para publicar y / o distribuir un producto terminado que contiene las imágenes, de cualquier reclamo, daño o responsabilidad derivada del uso de imágenes.

Tengo 18 años de edad y soy competente para firmar este comunicado. He leído esta versión antes de firmar, entiendo su contenido, significado, e impacto y aceptó libremente los términos.

Nombre Teléfono/email _____.

Dirección _____.

Firma Fecha _____.

Firma del padre/guardián si es menor de 18 años

Staff or Photographer Notes: