

Volunteer Agreement, Release and Waiver of Liability

PLEASE READ CAREFULLY!
THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") is executed on this day of _____, 20____, by _____, (the "Volunteer"), in favor of Greater Matthews Habitat for Humanity, Habitat for Humanity International, Inc. any other Habitat for Humanity affiliated organization¹, any partnering sponsors, and their respective affiliates, directors, officers, trustees, employees, sponsors, donors, volunteers and agents (collectively, the "Released Parties").

I, the Volunteer, desire to work as a volunteer for one or more of the Released Parties without compensation and engage in the activities related to being a volunteer. I understand that my activities may include but are not limited to the following: working at Habitat for Humanity offices and worksites; working in or for Habitat for Humanity ReStore operations; loading and unloading materials; traveling to and from work sites, towns, cities or countries; consuming food available or provided; living in housing provided for volunteers; assisting in disaster relief areas; constructing, repairing, and rehabilitating residential buildings; other construction-related activities; and other in-person and/or online volunteer activities ("Activities").

I, the Volunteer, understand that my Activities may include work that may be hazardous to me, including, but not limited to, exposure to lead, asbestos and mold, which may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency.

I also understand there is some inherent risk in consuming local foods and living in local accommodations in the city(ies) or country(ies) visited. I further understand I may be traveling to and from locations where there is a risk of terrorism, war, insurrection, criminal activities, instability, inclement weather or other circumstances that could threaten my health or safety. I also understand that it is the policy of the Released Parties not to pay ransom or make any other payments to secure the release of hostages.

I, the Volunteer, hereby freely, voluntarily and without duress execute this Release under the following terms:

Release and Waiver. I, the Volunteer, acknowledge and understand that participation in the Activities may involve certain risks, including, but not limited to, personal injury(ies), bodily injury, illness, permanent disability, property damage, loss and/or death ("Risks"). These Risks include, but are not limited to, exposure to and/or infection with viruses and/or bacterial infection even in ideal conditions, and despite any and all reasonable efforts made to mitigate such Risks.

I, the Volunteer, further confirm that prior to engaging in the Activities, I may be required to complete a health screening questionnaire provided by one or more of the Released Parties. I agree that I will answer all questions on the questionnaire truthfully. I agree to not participate in any Activities if, at such time I am unwell I further agree to follow all safety precautions outlined by any Released Party while volunteering.

¹ Each Habitat for Humanity affiliate is an independently owned and operated non-profit corporation. Habitat for Humanity International, Inc. does not own, operate, or control the activities of Habitat for Humanity affiliated organizations.

In consideration of and in order to be allowed to participate in the Activities, I do hereby release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims, demands, costs and damages of any kind, whether arising from tort, contract or otherwise, which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue, arise from, or are in any way related to my Activities with any of the Released Parties, including but not limited to Risks, whether caused wholly or in part by the simple negligence, fault or other misconduct of any of the Released Parties or of other volunteers, other than their intentional or grossly negligent conduct.

I understand and acknowledge that by signing this Release I knowingly assume the Risks associated with the Activities. I also understand that the Released Parties do not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage

I understand and acknowledge that children under the age of 16 are not allowed on Habitat for Humanity worksites while construction is in progress. While minors between the ages of 16 and 18 may be allowed to participate in some types of build site activities, solely as outlined by the Released Parties, I understand that using power tools, excavation, demolition, working on rooftops and similar activities are not permitted for anyone under the age of 18. I agree it is my responsibility to communicate these requirements to any of my minor children who will attend and/or participate in the Activities.

Consent to Transportation and Medical Treatment. I consent to the use of first aid treatment and the use of generic and over-the-counter medications and treatments as directed by manufacturer labels, whether administered by the Released Parties or first aid personnel. In an emergency, I understand the Released Parties may try to contact the individual listed below as an emergency contact. If an emergency contact cannot be reached promptly, I hereby authorize the Released Parties to act as an agent for me to consent to any examination, testing, x-rays, medical, dental or surgical treatment for me as advised by a physician, dentist or other health care provider. This includes, but is not limited to, my assessment, evaluation, medical care and treatment, anesthesia, hospitalization, or other health care treatment or procedure as advised by a physician, dentist or other health care provider. I also authorize the Released Parties to arrange for transportation of me as deemed necessary and appropriate in their discretion. I, the Volunteer, do hereby release, forever discharge and hold harmless the Released Parties from any liability, claim, demand, and action whatsoever brought by me or on my behalf which arises or may hereafter arise on account of any transportation, first aid, assessment, care, treatment, response or service rendered in connection with my Activities with any of the Released Parties.

If the Volunteer is less than 18 years of age, the parent(s) having legal custody and/or the legal guardian(s) of the Volunteer also hereby release, forever discharge and hold harmless the Released Parties from any liability, claim, demand and action whatsoever brought by such volunteer or on his/her behalf which arises or may hereafter arise on account of the decision by any representative or agent of the Released Parties to exercise the power to transport, administer first aid, and consent to assessment, examination, x-rays, medical, dental, surgical or other such health care treatment as set forth in the Parental Authorization for Treatment of, and Travel With, a Minor Child.

Insurance. I understand that, except as otherwise agreed to by the Released Parties in writing, the Released Parties are under no obligation to provide, carry or maintain health, medical, travel, disability, defense costs, or other insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own health, medical, travel, disability or other insurance coverage.

I understand that I am and remain responsible for payment of such hospital, physician, ambulance, dental, medical or other services obtained for me or my child. I agree that the Released Parties do not assume any responsibility for the payment of such fees or expenses which may be incurred. If I have health insurance, I understand my personal health insurance is my primary coverage.

Confidentiality. I agree that in the course of my participation in the Activities, I may have access to personal and/or health care information of other persons. I agree to maintain the confidentiality of such information, to use such information only as necessary to do my job as a volunteer, and to comply with Habitat for applicable policies regarding such information.

Photographic/Recording Release. I hereby grant and convey unto the Released Parties all right, title and interest in any and all photographs and video/audio/electronic recordings of me, including as to my name, image and voice, made by or on behalf of any of the Released Parties during my Activities with the Released Parties, including, but not limited to, the right to use such materials for any purpose, including fundraising, and to any royalties, proceeds or other benefits derived from them. I understand that I will not have any ownership interest in or to such photographs, images and/or recordings, I have not been provided or promised any compensation to me, and I hereby waive any rights, privileges or claims based on any right of publicity, privacy, ownership or any other rights arising, relating to or resulting from the photographs, images and/or recordings. I understand and agree that this paragraph also applies to my minor child(ren) who are volunteering.

Other. I expressly agree that this Release is intended to be as broad and inclusive as permitted by state law. I further agree that in the event any clause or provision of this Release is held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Release, which shall continue to be enforceable. Further, a waiver of a right under this Release by a Released Party does not prevent the exercise of any other right.

I have carefully considered my decision, the benefits and risks involved, and hereby give my informed consent to participate in all volunteer Activities. I have read and understand this Release and Waiver of Liability, I acknowledge that any questions of mine have been answered, and I voluntarily agree to the above provisions. It is my intent to bind my heirs, next of kin, assigns and legal representative.

IMPORTANT: If the Volunteer is less than 18 years of age, all parents or guardians must complete the signature section below. If only one parent or guardian signs these forms on behalf of a Volunteer who is under 18 years of age, then the undersigned parent or guardian of the Volunteer hereby covenants, warrants, represents and agrees that he or she is executing these forms on behalf of, and as an agent for, any other individual who may be a parent or guardian of the Volunteer, that he/she is fully authorized to do so, and that by executing such Release and Parental Authorization, the undersigned is binding himself/herself, the Volunteer, and any other parent or guardian of the Volunteer, and all of their heirs, next of kin, assigns, and legal representatives to such Release and Parental Authorization.

Name of Volunteer Under 18 Years Old:

Name: _____ **Date of Birth:** _____

SIGNATURE OF PARENT/GUARDIAN SIGNING ON BEHALF OF THE ABOVE MINOR:

I have carefully considered my decision, the benefits and risks involved and hereby give my informed consent, on behalf of the above listed minor child, for him/her to participate in all Activities as set forth in the above Volunteer Agreement, Release and Waiver of Liability, and such terms are incorporated herein. I have read and understand the above Volunteer Agreement, Release and Waiver of Liability, any questions of mine have been answered, and I voluntarily agree to all such provisions. It is my intent to bind my and the minor Volunteer's heirs, next of kin, assigns, and legal representatives. **Furthermore, I understand that the above Volunteer Agreement, Release and Waiver of Liability is made on behalf of my minor child(ren) and/or legal wards and I represent and warrant to Habitat for Humanity International, Inc. or its affiliated organizations that I have the full authority to sign this on behalf of such minor(s).**

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Phone: (H) _____ (C) _____ E-mail: _____

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Phone: (H) _____ (C) _____ E-mail: _____

EMERGENCY CONTACT INFORMATION FOR THE ABOVE LISTED MINOR VOLUNTEER:
Name: _____ Relationship: _____
Address: _____
Phone: (H) _____ (C/W) _____ E-mail: _____

Volunteer Code of Conduct

1. General Behavior and Respect

- i. Volunteers are expected to relate to staff, volunteers, shoppers, and donors in a warm and friendly manner and be courteous at all times.
- ii. Volunteers should help promote a welcoming, respectful environment by making efforts to understand and honor the culture and rules set by Greater Matthews Habitat for Humanity.
- iii. Volunteers must adhere to the rules and guidelines established by GMHFH staff and lead volunteers.
- iv. Volunteers should foster a respectful community by treating all volunteers, staff, and community members with courtesy, dignity, and respect. Avoid using language or behavior that is humiliating, demeaning, or offensive.
- v. Verbal or physical abuse will not be tolerated.
- vi. Volunteers must avoid using inappropriate language.
- vii. Volunteers must not engage in any activities that could be considered a conflict of interest.
- viii. Volunteers must respect and maintain the confidentiality of all volunteers, staff, and community members, including any confidential information shared with them.

2. Safety and Supervision

- i. Volunteers will accept supervision from staff and lead volunteers and will obey any reasonable request made by their supervisor.
- ii. Volunteers must contact a staff member or lead volunteer immediately in case of injuries or problems. Volunteer safety is very important to us, and volunteers are responsible for exercising reasonable care and using accepted safety precautions while carrying out their assigned duties.
- iii. Stealing or willful damage of any property is prohibited and will result in immediate removal from the build site, ReStore, or other volunteer locations, and may lead to legal action.
- iv. GMHFH maintains a drug-free environment. Any volunteer considered impaired will be asked to discontinue their services immediately and will not be allowed to return.
- v. Smoking is only allowed in designated areas, and cigarette butts must be disposed of properly.
- vi. Anything considered to be a weapon is not permitted on the premises. A "license to carry" does not restrict our right as a corporation to regulate the possession of weapons on our property; therefore, all firearms, handguns, knives, and ammunition are prohibited on Habitat property.

3. Appearance and Dress Code

Volunteers are expected to dress appropriately for work in the ReStore or on-site:

- i. ReStore volunteers must wear Greater Matthews Habitat for Humanity t-shirts, vests, or aprons, as well as name tags.
- ii. Personal protective and safety equipment as advised by staff or lead volunteers must be worn during designated tasks.
- iii. Tank tops, shirts with spaghetti straps, muscle shirts, hoodies, or offensive clothing are not allowed.
- iv. Clothing that is excessively tight or revealing is prohibited.
- v. Jewelry must be close-fitting to avoid safety hazards.
- vi. Closed-toe shoes are required at all times.

4. Use of Personal Items

- i. Personal cell phone use is not allowed on the ReStore floor or the active construction site. Phones should only be used in designated break areas and kept to a minimum outside of volunteer breaks.
- ii. Headphones or earplugs are not allowed on the ReStore floor or on the construction site, except in certain instances when used as PPE as directed by staff or lead volunteers.

5. Tools, Supplies, and Cleanliness

- i. Volunteers must return tools or cleaning supplies to their designated locations after use.
- ii. Use appropriate recycling and trash bins for food wrappers, bottles, and cans.

6. Media Requests

- i. Volunteers must not speak to the media on behalf of Greater Matthews Habitat for Humanity. All media inquiries must be directed to the President & CEO.

7. Compensation & Gratuities

- i. No volunteer will have any financial interest or receive any compensation or gratuities.

8. Termination of Volunteer Opportunity

- i. GMHFH management reserves the right to terminate volunteer opportunities if any policies outlined in this Code of Conduct are violated.

Initial: _____

Date: _____

Volunteer Privacy Policy



We value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, and safeguard your information as a volunteer with Greater Matthews Habitat for Humanity.

Information Collection

We may collect the following personal information from volunteers:

- Name
- Contact information (email, phone number)
- Emergency contact details
- Additional other information necessary for your role as a volunteer

Use of Information

The information we collect will be used for:

- Communication regarding volunteer opportunities and schedules
- Emergency contact purposes
- Planning and coordinating volunteer activities
- Internal record-keeping

Information Sharing

We may share your personal information with:

- Other volunteers involved in the same activities or projects
- Emergency services, if necessary
- Legal or insurance entities as required by law
- We will not sell or lease your personal information to third parties

Data Security

We take appropriate measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction. Access to your information is limited to authorized personnel only.

Access to Information

Volunteers have the right to access their personal information. If you wish to review or update your information, please contact Liz Sweeney 704-847-4266 x 105 or liz@habitatmatthews.org.

Retention of Information

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this policy or as required by law. When it is no longer needed, we will securely dispose of your information.

Confidentiality Expectations

All volunteers are expected to maintain the confidentiality of personal information. Breaching this confidentiality may result in disciplinary action, up to and including termination of your volunteer position.

Initial: _____

Date: _____

Updated: 1-14-26