



Waiver and Release of Liability

Name: _____ E-mail Address: _____
(First) (Last)

Mailing Address: _____ Apt # _____

City, State: _____ Zip: _____ Phone: _____

Date of Birth: _____ Group (if any): _____ I want to receive monthly e-newsletter _____

Emergency Contact

In case of emergency please contact: _____ Phone: _____

Policies and Procedures that I will follow:

- **All volunteers MUST wear closed-toe shoes – tennis shoes or running shoes work great!**
- No cell phones iPods etc. are to be used in the work areas
- Wear proper work clothes no tank tops (closed-toe shoes only and decent clothes you do not mind getting dirty).
- Eating or drinking is permitted only in the break room.
- Wash your hands before and after handling food items.
- Running, horseplay, riding pallet jacks, and stepping on pallets is a safety hazard and not permitted.
- Safety is first priority, please be mindful of the forklifts, using proper lifting techniques, and displaying mature behavior.
- Food and other products may not be removed from the warehouse.
- Use proper lifting techniques: when lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced. Don't attempt to lift over 50 lbs. without assistance.
- Volunteers are responsible for cleaning up their area.

Report all accidents and injuries immediately to warehouse staff.

- Feeding America Riverside/San Bernardino will not be responsible for any missing personal belongings, please leave in your car.
- Sexual harassment, violence, or offensive speech will not be tolerated.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- Only staffs are allowed to operate forklifts.
- All volunteers must sign in before volunteering begins and clock out when done
- Please use the correct trash receptacles; recycling is very important.
- Must be 12 years or over to volunteer; minor MUST be accompanied by an adult at all times

Have you ever been convicted of any criminal offense other than the following?

Minor traffic violation fine \$500.00 or less; or offenses settled in juvenile court or under welfare youth offender law. Subject to background check.

Yes [] No [] If yes, please explain:

Waiver and Release of Liability

In connection with my voluntary involvement in activities undertaken for, and / or with the participation and support of Feeding America Riverside/San Bernardino, I, the undersigned, hereby agree, for myself, my heirs, assigns, executors, and administrators to release and discharge Feeding America Riverside/San Bernardino and its nonprofit partner agencies, its officers and directors, members, partners, funders, employees, agents, and volunteers Releases) 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 Feeding America Riverside/San Bernardino and its Releases 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 in the case of accident or injury that my health insurance is the primary insurance coverage. I hereby confirm, represent and warrant that I have never been **charged with or convicted of any crime involving or relating to child abuse or neglect, child pornography, child abduction, or any other violent offense, including kidnapping, domestic violence, rape or any sexual offense, or who have ever been ordered by a court to receive psychiatric or psychological treatment** in connection therewith. I agree that I will perform activities that I am comfortable performing and will follow all instructions. I also grant full permission for Feeding America Riverside | San Bernardino and their Releases, to forever use photographs, videos, audios or quotations from me in legitimate accounts and promotion of Feeding America Riverside | San Bernardino activities, with or without identification of me by name,

and without compensation. This includes Feeding America Riverside | San Bernardino website, Facebook, Twitter, and other social media and media sources. In the course of volunteering at Feeding America Riverside | San Bernardino I understand that I may work with confidential information. I agree to keep such information in the strictest confidence. I must abide by the volunteer policies and procedures outlined above.

Print Name: _____ Signature: _____ Date: _____

Release of Liability for Minors: I, the undersigned parent or guardian of a minor participating with me, attests that I am over 18 years of age and warrant that I have legal authority to execute the above agreement on my child or legal ward's behalf. I have read the foregoing Waiver and Release of Liability and I hereby give my express consent to the irrevocable execution of this release on my child / legal ward's behalf.

Minor: Print Name: _____ Signature: _____ Date: _____

Guardian: Print Name: _____ Signature: _____ Date: _____

Good Manufacturing Practices (GMP) Policy

The facilities methods, practices and controls used in the distribution of high quality products will be such that all of our products will be received, processed, held and shipped in accordance with our Quality Policy as established by Feeding America Riverside | San Bernardino.

Feeding America Riverside | San Bernardino has developed the following Good Manufacturing Practices (GMPs) to support this requirement.

Please always keep in mind that we are all required to do our part to provide our customers with safe and wholesome product. The following should be considered the minimum acceptable standards for our operations. Use good judgment whenever you are in this position of trust and remember to put safety and quality of the product foremost during all of your activities.

These requirements apply to all employees, volunteers, and visitors entering or working in the facility, including temporary personnel and contractors. These rules are applicable at all times, including downtime, weekends and holidays.

Please familiarize yourself with these requirements. Help us maintain the highest quality and food safety standards.

GMP Requirements:

Appearance:

No sandals, open-toed or open heeled shoes will be worn.
No mid drift, tank tops, halter tops or string tops allowed
No torn or baggy pants that do not stay up on their own.

Personal Habits:

Persons having open sores, complaining of illness, or infected with a communicable disease are not allowed to work in areas where product may become contaminated.
Persons may not walk, sit or climb on raw materials, finished product or product packaging.
Hands **MUST** be washed after using the restroom, before entering the operations or after touching any unsanitary surface.

Use of Food, Beverages and Tobacco:

Food and Beverages, shall not be consumed in the warehouse, salvage or food distribution areas other than in the designated break or lunch areas.
Smoking is **ONLY** permitted in the designated smoking area located outside the facility.
Smoking materials shall not be stored in any area other than the designated locker area.

General Requirements:

Consumption of product is not permitted unless authorized by CEO.

Doors and windows opening to the outside will be closed properly and opened only when necessary to perform warehouse activities, such as taking out trash, loading trucks, etc.

Employees and volunteers must report to the warehouse manager (or person in charge) the presence of insects, rodents, unsafe conditions, fire hazards, or anything else that might jeopardize the sanitation and safety of merchandise or personnel in the warehouse.

Thank you for your cooperation and compliance. Together we can ensure our customers safe and wholesome product.