



## **Silicon Valley Bicycle Coalition Volunteer & Intern Policy**

### **Office Environment**

Silicon Valley Bicycle Coalition (SVBC) office is committed to hands-on education and a professional, supportive learning environment for all staff, volunteers, interns, and visitors. We promote clear and open communication among staff members, interns, and volunteers. We seek to challenge volunteers and interns while providing the resources needed to successfully complete their projects. Supervision of employees and interns is collegial, rather than highly directive. Volunteers and interns are key in achieving our mission, and support for their growth is important to all staff. Together, we work for a better Bay Area guided by our organizational mission and vision.

### **Office Dress Code**

SVBC has a casual but presentable dress code. On occasion, we receive visits from our funders, colleagues from other organizations and agencies, and Board members. All individuals working in the office are expected to wear appropriate attire to greet any of these visitors. Discuss any special dress code considerations with your supervisor.

### **Hours and Scheduling**

You and your supervisor will agree upon your minimum hours and schedule. The hours and work location tend to be flexible; so if you have a special request, do not hesitate to ask. If you will be late or you need to be absent, please call the office and notify your supervisor and/or the Office Manager. Silicon Valley Bicycle Coalition holidays include New Year's Day (January 1), MLK Jr. Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day plus one, Christmas Day plus one.

### **Reimbursement of Expenses**

Travel and other organization-related expenses are reimbursable if pre-approved by your staff supervisor. Please ask your supervisor **before** you pay for an item if you need to have it reimbursed. As with paid staff, travel to and from the regular work location is not reimbursable. However, if you have concerns about financial hardships or travel scholarship needs, please speak with your supervisor.

### **Confidentiality Policy**

Contents of discussions in staff meetings are internal and confidential. If you have any questions, please ask your supervisor. All files, records, documents, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to SVBC shall remain the exclusive property of SVBC. The Volunteer or Intern shall not keep any copies of the foregoing without SVBC's prior written consent. Upon the expiration or earlier termination of this Agreement, or whenever requested by SVBC, the Volunteer or Intern shall immediately deliver to SVBC all such files, records, documents information, and other items in her or his possession or under her or his control.

### **Technology Policy**

All users of any SVBC-maintained computers, hardware, electronic data, data files, software, and networks are expected to handle the resource in a responsible and ethical manner. Electronically maintained hardware, data, data files, software, and networks will be used for authorized purposes only. Users may not download or install programs without authorization of the Systems Administrator and Supervisor. Users are responsible for the security of the resources and may not share passwords with others. Users are also expected to follow applicable copyright laws and technology laws governing the use of resources in the workplace. If you have any doubts about something that you would like to do on Silicon Valley Bicycle Coalition technology, ask the Systems Administrator before proceeding.

### **Use of Your Work**

As an intern or volunteer of SVBC, you grant our organization unlimited use of any research, papers, or materials that you create. We will do our best to credit you when appropriate.

### **Silicon Valley Bicycle Coalition Staff and Organizational Files**

Please note that files on computers and files that belong to SVBC staff contain private information and should not be accessed unless they relate to your work. If you have questions about a certain file or if you would like to learn more about SVBC by browsing through files, please check with your supervisor.

### **Benefits**

Volunteering at SVBC provides many benefits. Throughout your volunteer experience, you will receive valuable work experience and develop new skills that will help you pursue future endeavors. You will have the opportunity to work with great people in a friendly and supportive atmosphere. Through your work, you'll help make the Bay Area a better place to live.

### **Drug Free Workplace**

SVBC is committed to maintaining a healthy environment free from substance abuse. Your health and safety as well as the health and safety of the rest of the staff is a primary concern. Therefore, SVBC will not tolerate any substance use. This includes excessive alcohol consumption. SVBC staff supervisors will determine instances of excessive consumption. These actions and substances sacrifice the health and well being of any member of the workforce or that of our visitors. Additionally, the unlawful possession, manufacture, distribution, or sale of illegal substances on SVBC premises will result in dismissal.

### **Job Openings and Recommendations**

SVBC regularly updates our job openings page located on our web site. As a volunteer, you are welcome to apply for any jobs that interest you. Provided that you complete your volunteer projects and time commitment to your supervisor's satisfaction, we are also happy to write you a recommendation for any job or educational program that you may pursue in the future. By volunteering/interning with SVBC, there is no promise of employment, benefits, or reimbursement of services.

### **Equal Opportunity and Harassment Policy**

SVBC values diversity and seeks to support a diverse work community. SVBC maintains a policy of providing equal opportunity in all aspects of the organization. This includes the hiring,

promotion, training, compensation, benefits, and other terms of employment and volunteer/intern opportunities of any person without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, medical condition, veteran status, age, or mental or physical disability within the meaning of the Americans with Disabilities Act of 1990 to the extent required by law.

SVBC prohibits any type of harassment of its employees, interns, and volunteers by any supervisor, co-worker, or volunteer/intern. Any form of harassment will be investigated with due diligence and may result in suspension or dismissal. This includes, but is not limited to, harassment based on race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, medical condition, veteran status, age, and mental or physical disability within the meaning of the Americans with Disabilities Act of 1990. Sexual harassment includes unwelcome contact of a sexual nature that has the purpose or effect of creating an offensive or hostile work environment. Sexual harassment may result from verbal, visual or physical contact, unwelcome touching, leering, sexual comments, and sexual jokes.

Any person who believes he or she has been subjected to harassment should report the harassment to the Administrative Manager or the Executive Director immediately. You may also contact the California Department of Fair Employment and Housing (DFEH), which is responsible for monitoring harassment in the workplace. Call the CDFEH office at 1.800.884.1684 or 1.916.227.0551. Visit CDFEH on the Web at <http://www.dfeh.ca.gov/complaintEmployment.asp>. The law prohibits retaliation against employees, interns, and volunteers for reporting complaints of harassment.



**Volunteer and Intern Policy  
Statement of Understanding and Agreement**

Name \_\_\_\_\_

Volunteer or Intern Position \_\_\_\_\_

Start Date \_\_\_\_\_

Approximate End Date (if applicable) \_\_\_\_\_

I have carefully read the Silicon Valley Bicycle Coalition Volunteer and Intern Policy. I understand and will abide by the Policy.

\_\_\_\_\_  
Volunteer/ Intern Signature

\_\_\_\_\_  
Date

I acknowledge receipt of the above volunteer's signed Volunteer & Intern Policy.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***Please give the original signed Volunteer and Intern Policy form (4 pages total) to the Membership & Volunteer Coordinator. Copies of this form should also go to the volunteer/intern supervisor and to the Volunteer/Intern.***