

Community Food Basket of Saint John Inc.

Board Member / Volunteer Application

Date: _____

First Name: _____

Last Name: _____

Middle Initial: _____

DOB (Month/Day/Year): _____

Telephone Number: (506) _____

Email Address: _____

Mailing Address: _____

1. How did you hear about the Saint John Community Food Basket?

2. Why are you interested in becoming a board member and / or volunteering for Saint John Community Food Basket?

3. Please list any skills / qualification(s) that you feel would contribute to your success as a board member and/or volunteer with our organization (education, first aid training, IT skills, etc.).

4. Please indicate you first language, and any other languages that you read, write, or speak and relevant proficiency level (beginner, intermediate, fluent).

5. Please indicate which opportunities you are most interested in. Circle all that apply.
- Warehouse - packaging / sorting
 - Client Support
 - Board of Directors
 - Finance Committee
 - Governance Committee
 - Public Relations Committee
 - Fundraising Committee
 - Quality Assurance / Quality Control Committee
 - Maintenance Committee
 - Human Resource Committee
 - Special Projects
 - Food Drives
 - Deliveries (with own vehicle)

6. If you are interested in warehouse or client support, which days of the week are you available to volunteer, what times best suit your schedule?

7. Some activities involved with volunteering require heavy lifting and interaction with the public; as such we ask that you identify any medical limitation(s) or restriction(s) that may prevent you from participating in specific activities.

8. Please provide two references (name and contact information):

9. Do you agree to adhere to the Community Food Basket of Saint John's Respectful Workplace Policy (attached)?

YES NO

10. Have you reviewed and clearly understand the Community Food Basket of Saint John's Confidentiality Agreement?

YES NO

11. If you are applying for a position on a committee, or for a position on the Board of Directors, do you agree to adhere to the Community Food Basket of Saint John's Bylaws?

YES NO N/A

12. Have you ever been convicted of a criminal offense for which you have not been pardoned? (If yes, applicant may still be considered for a volunteer position).

YES NO

CONFIDENTIALITY AGREEMENT

Volunteers and staff are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer whether this information involves a staff member, volunteer, client, other person, other organization or involves overall Community Food Basket of Saint John Inc. business.

No communication made by anyone to Community Food Basket of Saint John Inc., or information from any source is to be disclosed, other than the following exceptions:

- When there is a court order. This would include a search warrant, subpoena, etc.
- When an individual has given their permission (in writing) for us to do so.
- When a set of conditions and circumstances exist that would lead a reasonable person exercising reasonable care and concern to believe that failure to disclose information would constitute a danger to the agency, the individual or the community.
- Where at a program level, we have a contractual obligation to release information to a specific authority.

Compliance with this agreement is a condition of your employment/ participation in the programs and services, membership on the Board or Committees of Community Food Basket of Saint John Inc.

I, _____, (print name) hereby swear to uphold complete confidentiality of any information about a client, volunteer, staff member, or organization while volunteering for the Community Food Basket of Saint John Inc.

Signature

Date

Community Food Basket of Saint John

Respectful Workspace Policy

Intent

Everyone has the right to work in an environment free from discrimination and harassment of any kind: sexual, psychological, physical violence, and abuse of authority or power.

The Community Food Basket of Saint John does not condone, nor will it tolerate in any of its workspaces, harassment towards any client, client's family member, volunteer, board member, visitor or supplier, on any basis, including, however not limited to, race, ancestry, place of origin, ethnic origin, colour, nationality, creed, gender (including pregnancy and delivery), age, criminal record, marital status, sexual orientation, gender identity and expression, family situation, mental or physical disability (including dependence on alcohol or drugs), or any other legally-prohibited ground.

This policy is not intended to inhibit free speech, or to interfere with the interpersonal relationships that are a normal part of life in any organization.

Any person who is found to have engaged in behaviour that constitutes harassment will be asked to leave the premises immediately.

Application

1. Workspace harassment is any form of harassment that occurs at the workspace, and what may be considered an extension of the workspace.
2. Workspace harassment can occur between any number of individuals who participate in activities associated with the Community Food Basket of Saint John Inc.
3. Harassment is defined as behaviour that is, or that a reasonable person would know to be, insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. Harassment is behaviour that creates an uncomfortable work environment.
4. Harassment is any unwelcome physical, visual, or verbal conduct. It may take the form of verbal or practical jokes, sarcasm, insults, threats, offensive language, personal comments or innuendo. It may take the form of words, acts, or repeated gestures that are hostile or unwelcome, or the form of posters, pictures or graffiti. It also may involve touching, stroking, pushing, pinching or any unwelcome physical contact, including physical assault, sexual acts, comments and propositions, which all constitute harassment.
5. Offensive attitudes (e.g., a condescending approach that undermines another person's self-respect), leering or similar gestures also constitute harassment.

6. Sexual harassment can be either physical or verbal and is any form of unwelcome sexual behaviour or innuendo. It includes unwelcome sexual advances, pressure for sexual favours, and other verbal or physical conduct of a sexual nature when:

- It is being made by a person in a position to offer or deny a benefit or advancement to the other person;
- Such conduct interferes with, or is intended to interfere with work performance.
- It creates an intimidating, hostile, offensive or uncomfortable environment.
- Sexual harassment can be either blatant or subtle. It can be direct or indirect. What is important is not the intent, but the impact.

7. Psychological harassment can involve repeated disruptive behaviour, whether physical or verbal, that undermines the dignity or psychological or physical identity of individuals, and thus creates a harmful environment. It can include behaviour, words, acts or repeated gestures that are hostile and unwelcome, for example:

- Preventing a person from speaking, constantly interrupting the person, forbidding that person to speak with others.
- Destroying a person's work.
- Isolating the person. e.g. no longer speaking to them.
- Denigrating the person: spreading rumours about the person, making fun, humiliating, or insulting the person, questioning the person's convictions or private life.
- Discrediting the person: no longer giving the person work, requiring the person to complete tasks that are belittling, absurd, or beneath their abilities, falsely accusing the person of errors, denigrating the person in front of others.
- Physical violence: attacking or shoving the person, damaging the person's property, pounding the person's desk, obscene gestures, etc.
- Verbal violence: shouts, insults, threats, innuendo.
- Destabilizing the person: making fun of the person's beliefs, tastes, political choices, weaknesses, making offensive allusions without ever clarifying them, calling into question the person's judgment and decision-making abilities.
- Psychological harassment can also involve one or more persons against one or more of their counterparts.

8. What to do about harassment:

- Increase your own awareness. It's less about what you intended, it's how you made a person feel.
- If you are subject to harassment, don't ignore it. Silence is often interpreted as acceptance.
- If you feel another person is subjected to harassment, don't ignore it, and offer to help.

9. What to do if you are being harassed:

- Make it clear to the harasser that the behavior is unwelcome; it made you feel uncomfortable or embarrassed and must cease.
- Keep a record of the harassment.
- If necessary, refer to someone in charge to assist.

10. If you are ever made aware that your own behavior is harassing or considered inappropriate to someone, ensure you understand your own personal obligations.

11. Help create a healthy and positive environment.

12. Be professional: the way you behave with your family or friends may differ greatly from what is acceptable in a public environment.

If you ever feel threatened or are involved in a situation that is escalating, do not hesitate to **call 911** for assistance, as they will help in diffusing a situation before it gets out of control.