



## Urban Recipe | Volunteer Service Acknowledgment

This Agreement, made on \_\_\_\_\_ by and between the URBAN RECIPE and \_\_\_\_\_ [NAME], hereinafter referred to as "volunteer."

WHEREAS volunteer intends to donate services to URBAN RECIPE and URBAN RECIPE intends to accept the donation of volunteer services.

NOW THEREFORE, in consideration of the mutual promises, the parties hereto agree as follows:

1. Volunteer agrees to donate services to URBAN RECIPE in the capacity of \_\_\_\_\_ [TITLE]. Said services shall include, but may not be limited to, the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.

3. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by URBAN RECIPE in order to perform the voluntary services.

4. Volunteer agrees that he/she will not be considered to be an employee of URBAN RECIPE, for any purposes other than tort claims and injury compensation, while performing the above described voluntary services.

5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties, that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.

6. It is further understood and agreed to by volunteer that the services rendered to URBAN RECIPE shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.

7. Volunteer further agrees that volunteer will fully cooperate with the URBAN RECIPE and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify URBAN RECIPE immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of URBAN RECIPE.

8. Volunteer is aware that any volunteer work may involve certain risk of injury and assumes all risk of injury, damage, and harm to volunteer arising from volunteer activities. Volunteer also hereby individually and on behalf of his or her heirs, executors and assignees, release and hold harmless URBAN RECIPE, its officials, employees and agents and waive any right of recovery that volunteer might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to volunteer arising out of volunteer activities.

9. Volunteer understands that URBAN RECIPE does not carry medical insurance for volunteers and attests to having appropriate medical insurance to protect volunteer in the event of an accident, injury or illness.

10. I acknowledge that URBAN RECIPE, its contractors, representatives and members have the right to take photographs and/or videos of me and to publish these photographs and/or videos, with or without my name, for any lawful purpose. I agree that I will receive no financial compensation and that my participation confers upon me no rights of ownership whatsoever. I release Urban Recipe, its contractors, representatives and members from any and all liability for any claims by me or any third party in connection with my participation.

11. I also understand that my volunteer assignment may be terminated at any time by either party to this agreement.

12. I acknowledge that I have received a copy of the Non-Harassment and Reporting Policy of Urban Recipe, it is my responsibility to read and understand the policy and ask questions, and I agree to abide by this policy.

13. . IN CASE OF EMERGENCY, please contact:

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer (or parent/guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Volunteer

## ***NON-HARASSMENT POLICY AND REPORTING PROCEDURE***

URBAN RECIPE is committed to creating and maintaining an inclusive work environment that values, respects, and leverages differences and fully utilizes the talents and contributions of all individuals. The Company, therefore, is committed to providing to all employees, co-op members, volunteers, directors, and officers a work environment free from unlawful Harassment. URBAN RECIPE prohibits unlawful Harassment, whether occurring at the office, at outside work assignments, or at Company-sponsored social or non-social functions, events, or programs. Should Harassment occur, URBAN RECIPE will take appropriate corrective action to stop it and to prevent recurrence. In addition, the Company will use all available means to prevent the Harassment of its employees by persons who are not Company employees, but who are on the Company's premises or who have a business or other relationship with the Company.

Harassment is verbal or physical conduct that denigrates or shows hostility toward an individual or creates an intimidating, hostile, or offensive working environment based upon an individual's protected class (sex, sexual orientation, race, color, religion, national origin, age, military status, disability, genetic information or any other category protected by applicable federal, state, or local law) is strictly prohibited. Harassment includes any conduct that is unwelcome and has the purpose or effect of unreasonably interfering with an employee's work performance or creating a work environment that is intimidating, hostile, offensive, or coercive to a reasonable person, regardless of whether the conduct is intended to be friendly or humorous. Harassment includes communicating, sharing or displaying written or visual material or making verbal comments that are demeaning or derogatory to a person because of his or her protected class. The use of Company facilities or property, such as Company computers or mobile devices to disseminate, duplicate or display such materials is prohibited. Harassment includes Sexual Harassment, as defined below.

Sexual Harassment includes making unwelcome sexual advances, requesting sexual favors, or engaging in verbal or physical conduct of a sexual nature which is made a term or condition of employment, or which is used as the basis for employment decisions. Sexual Harassment also includes any type of sexually-oriented conduct, including conduct intended to be friendly or humorous, that is unwelcome and has the purpose or effect of unreasonably interfering with an employee's work performance or creating a work environment that is intimidating, hostile, offensive, or coercive to a reasonable person.

While it is not possible for the Company to list all circumstances which constitute Sexual Harassment, the following is a partial list of conduct which, if unwelcome, could be considered Sexual Harassment depending on its severity or pervasiveness:

- a) Unwelcome sexual advances – whether or not they involve physical touching;
- b) Threats, requests, or insinuations – either explicit or implicit – that an individual's refusal to submit to sexual advances or sexual conduct will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, benefits, or any other aspect of employment or career advancement;

- c) Favoring any applicant or employee because that person has performed or shown a willingness to perform sexual favors for a supervisor;
- d) Unwelcome sexual jokes, language, epithets, advances, or propositions;
- e) Use of sexual epithets, written or oral references to sexual conduct, or gossip regarding an individual's sex life;
- f) Unwelcome comments about an individual's body;
- g) Unwelcome comments about an individual's sexual activity, deficiencies, or prowess;
- h) Displaying sexually suggestive objects, pictures, posters, or cartoons;
- i) Unwelcome touching, leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- j) Inquiries into an individual's sexual experiences or conduct;
- k) Assault or coerced sexual acts;
- l) Dissemination of sexually explicit voicemail, email, graphics, downloaded material, or websites in the work place;
- m) Written statements, including those placed on social media or on the internet generally, of a sexual nature about an individual, including comments about an individual's body, appearance, or sexual behaviors.