



## **Oregon Food Bank**

Local Partner Agency  
Volunteer Civil Rights Training

### **Volunteers are vital**

Thank you for volunteering your time to make a difference in the lives of those who face hunger. Thousands of dedicated volunteers, like you, help distribute food quickly and efficiently and/or provide skills building training to help people who are hungry. Last year, volunteers donated more than 1.7 million hours at partner agencies throughout our network! We value your time and commitment.

### **Civil Rights and discrimination**

As a volunteer, you'll be working with a wide variety of people from different backgrounds. We ask you to treat each individual with the same dignity, kindness and respect that you would expect if you were in their shoes.

Oregon Food Bank requires its programs and volunteers to follow federal and state rules regarding discrimination.

### **What is discrimination?**

**Differential Treatment:** Treating clients differently because of their race, gender, religion, sexual orientation, etc. For example, refusing service to someone because of their race or having different eligibility rules depending on a client's religion.

**Discriminatory Impact:** Treating people in a way that is not intended to be discriminatory, but has that effect. For example, enforcing a rule that may be neutral on its surface, like requiring a certain kind of documentation, but has a larger impact on people of a certain race, gender, sexual orientation, national origin, etc.

## Protected classes

You cannot discriminate based on a person's:

- Age
- Race
- National origin
- Disability
- Veteran status
- Ancestry
- Familial or marital status
- Sexual orientation/gender identity
- Citizenship
- Sex
- Military status
- Ethnicity
- Color
- Creed
- Political or religious affiliation
- Unfavorable discharge from military

## Best practices

Be aware of your beliefs and the effect they might have on the service you provide. Do your best to provide equal and consistent treatment to everyone.

In general, try to meet people's special needs, whether physical, dietary (diabetes, allergies, etc.) or religious (Kosher, Halal, etc.).

Be prepared to provide program information for people with disabilities or for people who don't speak English (for example, you may need to read materials out loud, use visual cues like flashcards or locate translated materials).

Reach out to your community. Don't limit your food program to members of a certain church congregation or other group.

## Civil rights complaints

In order to protect clients from discrimination, Oregon Department of Human Services has a civil rights complaint procedure. Clients who want to make a civil rights complaint can call the Civil Rights Hotline, **800-442-5238**

All clients have the legal right to file a discrimination complaint for any reason, at any time.

**Agency staff and volunteers:**

- Cannot retaliate or seek revenge against someone who wants to or does file a complaint.
- Cannot refuse to help with or make it difficult for someone to file a complaint.

**Do you know what to do if?**

- Someone wants to make a discrimination complaint?
- Someone wants to receive food, but does not speak English?
- Someone is homeless or doesn't have a permanent address?

If you answered "no" to any of these questions, ask your supervisor or agency coordinator for more information.

**Limited English Proficiency (LEP)**

Your program is required to have a LEP plan- which includes strategies on how to serve those with limited English proficiency, by providing translation of critical documents and interpretation through:

- Staff or volunteers:
- Contracts or informal community relationships;
- Language line.

Please consult with your supervisor to learn about the LEP plan at your site.

**Other policies and procedures****Client confidentiality**

As a volunteer, you'll have access to client records and sometimes other personal information. To protect the privacy and dignity of the people we serve, regardless of their race, color, citizenship, religious affiliation, sex, sexual orientation including gender identify or expression- all information about clients is strictly confidential. Please do not share information you may have about a client's situation with others, including other volunteers or authorities, unless provided with a court order or a subpoena signed by a judge.

### **Personal safety and respect**

Our goal is to maintain a safe and warm environment for volunteers, staff and clients. Intimidation, threats or violent acts will not be tolerated.

Volunteers under the influence of drugs (unless prescribed by a physician) or alcohol will be sent home.

If you are concerned about someone's behavior, please let your supervisor or agency coordinator know.

### **At will relationship**

The program can terminate a person's status as a volunteer, with or without cause, at any time.

Volunteers can terminate their relationship with the program, with or without cause, at any time.

### **Release from liability**

Volunteers release the organization and its agents, representatives, trustees, officers, employees and volunteers from any liability arising out of damage, loss or injury to the volunteer or his/her property that happens as the results of volunteer activities. The volunteer's estate will hold the food program and its agents, representatives, trustees, officers, employees and volunteers harmless from any claims or actions by relatives or by legal representatives based on death or injury from volunteer activities.

## **The Basics**

### **As a volunteer you are required to:**

1. Complete the mandatory Civil Rights Training annually.
2. Complete one of the following Food Safety and Handling Trainings:
  - Oregon Food Handlers Card, valid for three years.
  - ServSafe Food Handlers for Food Banking, internal certification, valid for three years
  - OFB Food Safety Video, located on the Compliance Website, valid for one year.
3. If eligible for services, follow the same process as all other clients in acquiring food assistance.
4. Report all injuries, even minor scrapes and bumps, to your immediate supervisor and complete and sign an accident report.
5. Upon the completion of this training, sign the Civil Rights and Confidentiality Log, verifying that you have read and agree to the policies

*Thank You!*

This brochure from Oregon Food Bank summarizes important policies for a safe and equitable environment that all volunteers need to follow. If you have questions about the policies below, please ask your supervisor or agency coordinator for more information.

AN EQUAL OPPORTUNITY PROVIDER