



Homestead Farm Center

1039 Burns Farm Rd, Grafton, WV 26354
Email: homesteadfarmcenter@gmail.com

EMPLOYEE/VOLUNTEER APPLICATION AND RELEASE FORM

FULL LEGAL NAME:

Address:

Phone (home) _____ Work/Cell _____

E-mail _____

Date of Birth ____/____/____ Emergency Contact _____

PLEASE READ BEFORE SIGNING:

- I will respect the rights, dignity and worth of the members, employees, volunteers, parents, officers, board members and friends of The Homestead Farm Center, Inc. My language, actions, manner and presentation will demonstrate high standards.

-- I hereby agree to release, discharge and hold harmless The Homestead Farm Center, Inc. its officers, agents, its director and employees of and from all causes, liabilities, damages, claims or demands on account of any injury or accident arising out of my attendance and participation as a volunteer with The Homestead Farm Center, Inc.

- I grant The Homestead Farm Center, Inc., its employees and representatives the right to take photographs and videos of me and authorize The Homestead Farm Center, Inc., its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that The Homestead Farm Center, Inc. may use such images of me with or without my name and for any lawful purpose, including publicity, illustration, advertising, and Web content.

I have read and understand the above.

I understand that if I violate the attached Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from programs at The Homestead Farm Center, Inc.

Signature _____ Date _____

If under 18, please have a parent/guardian sign below that they have read and agree to our employee and/or volunteer requirements:

Signature _____ Date _____

Part 2: HOMESTEAD FARM CENTER CODE OF CONDUCT

FULL LEGAL NAME; _____

Please check yes or no to the following:

1. Do you use illegal drugs? Yes ____ No ____
2. Have you ever been convicted of or charged with a criminal offense? Yes ____ No ____

All Homestead Farm Center (HFC) employees, volunteers, participants, and family members are expected to conduct themselves in a professional and courteous manner and observe the following standards of behavior both at the farm and on sites where the individual can be perceived as representing the HFC.

- a. Review and comply with the Code of Conduct and Farm Safety Rules required for participation in applicable HFC programs.
- b. Comply with all lawful and reasonable directions from HFC Staff, Director, and Board of Directors.
- c. Appearance should be neat and tidy. Clothing should not be revealing of body or include discriminatory or obscene images or language and must be appropriate for farm work.
- d. Participation in assigned chores is required. Modifications will be made according to a participant's disability, but if they refuse to attempt an assigned task, they cannot stay at the farm center.
- e. Respect the HFC's ownership of its property including but not limited to tools, equipment, livestock, supplies, books, and electronics.
- f. Do not use inappropriate language while participating in HFC programs, in the community, or at an assigned workplace, including swear words, threats, harassment, or insults.
- g. Smoking, nicotine products, vaping, alcohol use, and drug use is not permitted on HFC property or while attending HFC programs.
- h. The HFC provides participants with computers and internet access for education and training purposes ONLY. Participants are expected to protect their personal information and identity and shall not attempt to download, access, or share unauthorized information via HFC computers or network.
- i. Do not attend HFC activities if you are ill. You are expected to take precautions while in close contact with others which includes the use of hand washing, face covering when coughing or sneezing, temperature checks, social distancing, and use of hand sanitizer, etc.
- j. Do not make physical, verbal, or sexual advances toward others, or engage in public displays of affection while at HFC.
- k. Do not bully, intimidate, or demean anyone while attending programs at the HFC.
- l. The HFC has a ZERO tolerance policy for the following offenses that will require immediate removal and termination of membership: battery or assault resulting in bodily injury, sale or possession of a controlled substance, possession of a weapon. Threats of harm to self or others will result in immediate reporting to proper authorities.
- m. All people will be treated in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimization or harassment based on a person's race, color, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated. Any violation of the Code of Conduct will be documented and disciplinary action may be taken.

I understand that if I violate this Code of Conduct I will be subject to a range of consequences, up to and including being prohibited from attendance at the Homestead Farm Center.

Signature

Date