

## **Community Service Volunteer Policy**

The ReStore has the right to preemptively decline any volunteer if the offense committed by the volunteer is in violation of ReStore policy. The ReStore can decline volunteers that have committed either theft or crimes against children. These types of offenses are hindrances on ReStore operations and functions as well as potentially detrimental to the safety and wellbeing of our customers, staff and volunteers and is therefore unacceptable. If further clarification is needed of what 'Crimes against Children' entails, see [Wisconsin State Statutes Chapter 948 'Crimes against Children'](#). If further clarification is needed of what 'theft' entails see [Wisconsin State Statutes, Chapter 943 'Crimes against Property', subchapter III Misappropriation](#).

Before a volunteer with court-ordered community service may start volunteering, they must completely fill out and return a 'community service volunteer form' two days prior to their first scheduled volunteer shift. The volunteer coordinator will provide the volunteer with a copy of the form by email or with a paper copy at the ReStore. It can be returned by email or in person at the ReStore. All areas of the form (name, number, offense committed, hours required, date required by) must be completed. The ReStore has the right to decline any volunteer if the offense committed by the volunteer is in violation of ReStore policy (see ReStore operations handbook and ReStore employee handbook sections noting volunteers in the workplace). Once approved by the volunteer coordinator, the court-ordered community service volunteer may sign up for a shift.

We assume that court-ordered community service volunteers will note their obligation in their VolunteerUP profile, given that it is a part of their volunteer application process. Therefore, a volunteer with community service that has not been approved in advance and who does volunteer without approval will not be able to volunteer again until the proper steps have been followed. Moreover, their completed hours will not count towards their court-ordered hours since their volunteer application will be fraudulent and they will not have properly followed procedure.

### **Grounds for Dismissal:**

ReStore management reserves the right to issue warnings or terminate the volunteer if any of the following behaviors occur:

- Alcohol/illegal drugs have been consumed/used prior to or during a volunteer's shift (see the Employee handbook section on 'Drug and Alcohol Policy')
- Inappropriate language or behavior is exhibited on the premises, including not following directions or demonstrating a disinterested attitude
- Safety procedures have not been followed (see ReStore Operations and ReStore Employee handbooks)
- A volunteer is involved in any matter of theft – this includes changing the price of merchandise without authorization
- Excessive absenteeism without notice or cancelling shifts

- ReStore policies or procedures are not followed (see ReStore Operations and ReStore Employee handbooks sections noting volunteers and general expectations from all that are in the store)