

VOLUNTEER POLICY

PHILOSOPHY

Volunteers are a vital part of the work of The Brain Recovery Project and are essential in fulfilling our mission and vision. In peer support, volunteers with varied backgrounds and experiences ensure that families who need support can connect with someone who knows the epilepsy surgery journey well.

DEFINITIONS

We define a volunteer as someone performing a task at the request of and on behalf of The Brain Recovery Project without expectation of financial compensation. A volunteer must be officially accepted and enrolled by The Brain Recovery Project prior to performance of the task. Unless specifically stated, volunteers shall not be considered as employees of the organization.

SPECIAL CASE VOLUNTEERS

The Brain Recovery Project may accept as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and must identify responsibility for management and care of the volunteers.

EMPLOYEES AS VOLUNTEERS

We accept the services of staff as volunteers. This service is accepted provided that the volunteer service is provided totally without any coercive nature, involves work which is outside the scope of normal staff duties, and is provided outside of usual working hours. Family members of staff are allowed to volunteer with the organization.

DISCRETION

The Brain Recovery Project accepts the service of all volunteers with the understanding that such service is at our sole discretion. Volunteers agree that the organization may at any time, for whatever reason, decide to terminate the volunteer's relationship with the organization. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the organization. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

We view volunteers as valuable resources. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to our goals and procedures.

SCOPE OF VOLUNTEER INVOLVEMENT

Volunteers may be utilized in all programs and activities of the organization, and serve at all levels of skill and decision-making.

CONFLICT OF INTEREST

No person who has a conflict of interest with any activity or program of The Brain Recovery Project, whether personal, philosophical, or financial, shall be accepted or serve as a volunteer with the organization.

REPRESENTATION OF THE BRAIN RECOVERY PROJECT

Prior to any action or statement which might significantly affect or obligate the organization, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the organization as specifically indicated within their job descriptions and only to the extent of such written specifications.

CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all proprietary, privileged, or sensitive information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall organization business. Failure to maintain

confidentiality may result in termination of the volunteer's relationship with the organization or other corrective action.

PROGRAM-SPECIFIC REQUIREMENTS

Certain organization programs may have additional requirements of its volunteers, so long as they are reasonable and do not conflict with and follow the policies herein.

Approved by the Board of Directors on
October 22, 2021