



Ocean Discovery Institute is a proud recipient of the
Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring.

VOLUNTEER HANDBOOK

Ocean Discovery Institute Volunteer Policies and Procedures

Updated July 2015

**2211 Pacific Beach Drive
San Diego, CA 92109**

858-488-3849

www.oceandiscoveryinstitute.org

ABOUT OCEAN DISCOVERY INSTITUTE

Ocean Discovery Institute is a non-profit organization designated as a 501 (c) 3 tax-exempt organization by the United States Internal Revenue Service. Ocean Discovery was founded in 1999 to provide programs that connect underserved youth to science, inspire environmental action, and increase exposure to marine habitats.

Our MISSION: The mission of Ocean Discovery is to engage, educate, and inspire youth from urban and diverse backgrounds through science-based exploration of the ocean and nature, preparing them to be tomorrow's scientific and environmental leaders.

Our VISION: The vision is to empower urban and diverse youth to protect our ocean and natural environment, improve the health of our communities, and strengthen the quality of life in our world.

Our CORE VALUES:

Learning: We believe that education and discovery are remarkable opportunities and that every person has the potential to improve their future and that of our world through the acquisition of knowledge and new ideas.

Diversity: We believe that the best outcomes are achieved through prioritizing diversity. Whether it is the diversity of our board, staff, students, or scientific community, we are committed to listening to varied perspectives that challenge and refine our world view.

Stewardship: We believe that as stewards we have the responsibility to use our resources wisely. Whether we are working in the natural environment or with our donors' capital, our commitment is to find the most sustainable use of those resources in order to have the greatest impact in our world.

Leadership: We believe that all individuals have the capacity to lead with conviction and integrity. We improve our world by instilling leadership principles that include "walking the talk", challenging the process, empowering and encouraging others, and inspiring a shared vision.

Passion: We believe that by engaging in all actions with excitement and curiosity, we can ignite a passion in each person that collectively will benefit our world.



The mission of Ocean Discovery Institute's Volunteer Program is to provide rewarding experiences to volunteers who offer their talents, skills, and time, and support them in their efforts to provide and enhance services offered to our students, their families, and the community of City Heights.

Ocean Discovery Institute considers volunteers to be one of our most valuable assets. Furthermore, we believe that a clear understanding of the working agreement between Ocean Discovery Institute and its volunteers is the basis for a harmonious and productive environment. This document has been developed to explain, in as specific a manner as possible, what Ocean Discovery offers and asks of its volunteers.

Ocean Discovery Institute Policies & Procedures

DEFINITION OF “VOLUNTEER”

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of Ocean Discovery. A "volunteer" must be officially accepted and enrolled by Ocean Discovery prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of Ocean Discovery.

Ocean Discovery does not offer paid internship opportunities and therefore all content covered and required in this document applies to those with the title of “intern”. Volunteers and interns contribute their time for the purposes of gaining experience or wanting to make a contribution to the community. They do not receive wages or benefits.

EQUAL OPPORTUNITY

Ocean Discovery is committed to providing equal opportunities for all applicants and volunteers. Ocean Discovery does not discriminate on the basis of race, color, religion, gender, age, national origin, ancestry, sex, age, marital status, pregnancy, medical condition or handicap, actual or perceived sexual orientation, physical or mental disability, veteran or other protected status, or on the basis of any perception that an applicant or volunteer has any of these characteristics or on the basis that an applicant or volunteer is associated with someone who has or is perceived to have these characteristics. Ocean Discovery strictly prohibits the harassment of any individual on any basis listed above.

This policy applies to all volunteer practices, including recruitment, advertising, application procedures, selection, end of service, training, social and recreational programs, and any other terms, conditions and privileges of volunteering. In keeping with this policy, all volunteers are expected to take personal responsibility to abide by applicable federal and state laws which prohibit discrimination.

Volunteer decisions will comply with all applicable laws prohibiting discrimination. Ocean Discovery is committed to ensuring the policy of equal opportunity is carried out.

SCREENING REQUIREMENTS

Ocean Discovery Institute strives to ensure interactions are positive and enriching for all parties involved - students, staff, and volunteers. The safety of our participants, staff, and volunteers is critical to protect our organization, participants, and employees; ensuring we are able to fulfill on the mission of the organization. The following policies have been established to ensure Ocean Discovery is taking all precautions when selecting and placing volunteers.

Interested individuals will need to complete the “Volunteer Application” that will be used to screen and assess suitability for involvement with Ocean Discovery. There are three volunteer classifications, all requiring varying levels of screening. These classifications are as follows:

- Single Activity
- Supervised
- Unsupervised or Special Access

Single Activity Volunteer

Single activity opportunities are those in which individuals volunteer for short, one-day experiences with other volunteers and under supervision by Ocean Discovery staff. These individuals have no unsupervised exposure or contact with children or sensitive materials. Once approved, volunteers with this classification can return for additional single day activities. Examples include Watershed Avengers, Service Days, STEM Speakers, and Workshops. Individuals attending events or our offices are considered visitors or guests.

Screening requirements:

1. Submit a volunteer application.
2. Present a form of government issued photo identification if over 18, on day of service.
3. Display a name tag demonstrating completion of the check in process.

Supervised Volunteer

Supervised opportunities are those in which individual volunteers work with youth or office duties without access to sensitive materials are under constant supervision by Ocean Discovery staff at all times. Once approved, volunteers with this classification can volunteer in this capacity to support a variety of program and operational areas. Examples include Assistant Instructors, Interns, and Project Leaders.

Screening requirements:

1. Submit a volunteer application.
2. Be checked against the California Department of Justice, Sexual Offender (Megan's Law) website (www.meganslaw.ca.gov).
3. Complete interview with project manager to assess competence, track record of service, and demonstrated interest.
4. Obtain duties of service from project manager upon enrollment in volunteer program.
5. Present a form of government issued photo identification if over 18, on day of service.

Unsupervised or Special Access Volunteer

Unsupervised or special access opportunities are those in which individuals volunteer in a role that may include unsupervised access to youth and/or sensitive materials. All efforts will be made by staff to provide supervision for the majority of interactions and projects. Once approved, volunteers with this classification can volunteer in this capacity to support a variety of program areas. Examples include Financial Assistant and BAHIA Visiting Scientists.

Screening requirements:

1. Submit a volunteer application.
2. Be checked against the California Department of Justice, Sexual Offender (Megan's Law) website (www.meganslaw.ca.gov).
3. Complete interview with project manager to assess maturity, track record of service, and demonstrated interest.
4. Obtain duties of service from project manager upon enrollment in volunteer program.
5. Pass a Live Scan criminal background check.
 - Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses.
6. Submit medical information (as needed) including a current Tuberculosis clearance card.
 - The test should be performed within the last 12 months prior to starting. TB tests will need to be updated every three years.
7. Present a form of government issued photo identification if over 18, on day of service.

VOLUNTEER GROUPS

Ocean Discovery welcomes the involvement of volunteer groups from schools, corporations, agencies, etc. to help fulfill on our mission. Volunteer groups can request a private or join pre-existing service day. Ocean Discovery will work with the group coordinator to determine if involvement is a fit for the requested timeframe and identified projects. Coordinators should consider providing the necessary supplies (water, snacks, sunscreen, nametags, etc.) to ensure their members have what is needed to have an enjoyable experience. Donations (monetary and materials) are welcomed to offset the costs of hosting groups and to increase impact.

Group coordinators will need to take the following steps when confirming their group:

1. Submit a group registration form.
2. Distribute and collect volunteer waivers for all participants.
3. Encourage participants to wear logoed gear highlighting your affiliation.
4. Ensure participants are able to present a form of government issued photo identification if over 18, on day of service.

DENIAL OF SERVICE AND SEPARATION

Based on Ocean Discovery's commitment to provide meaningful volunteer opportunities and high-quality service to youth, Ocean Discovery reserves the right to deny service or end volunteer involvement at any time.

Individuals with felony offenses and crimes of violent or sexual nature against another person are disqualified from participation. All other record findings are evaluated on a case-by-case basis and subject to management approval. Ocean Discovery will only consider volunteers with mandated service requirements for misdemeanor offenses. Case numbers and additional documentation and verification with appropriate agency are required and will be validated by Ocean Discovery prior to being approved for and starting service.

Supervisors and volunteers are strongly encouraged to discuss performance and goals (as well as any challenges) on an informal basis and in regular meetings.

Ocean Discovery values open discussion of concerns and problems as they arise. If informal discussion fails to resolve the situation, the volunteer, and Talent and Culture Coach shall hold a formal meeting, with discussions summarized in a brief memo.

Below are examples of some of the most common circumstances under which volunteer service is ended:

- **Resignation** - voluntary end of service initiated by the volunteer by verbal or written resignation given to the supervisor. All volunteers are asked, when possible, to give a **minimum of thirty (14) days notice** of end of service.
- **Dismissal** - involuntary end of service initiated by Ocean Discovery with or without notice and cause.

Prior to the end of service a volunteer must return all property to Ocean Discovery. Property includes: materials or written information issued to them or in their possession or control, keys, books, borrowed gear, or other Ocean Discovery property.

SERVICE HOURS

Ocean Discovery Institute encourages volunteers to keep in mind that in a small organization such as Ocean Discovery Institute, teamwork is essential. All volunteers are expected to report at their assigned time of arrival, ready to begin service. It is the volunteer's responsibility to inform their supervisor before the start of the service period if unable to report. Failure to do so may result in change in service duties or end of service.

Volunteer time will be tracked by supervisors unless assigned to volunteers during intake. If volunteers are tracking their hours they will need to accurately record time served. It is the volunteer's responsibility to ensure they are tracking their own service hours as required for outside obligations and should request supervisor support, as needed for approval of hours served.

EXPENSE REIMBURSEMENT

Volunteers are discouraged from purchasing any items for Ocean Discovery. In the rare case this is needed, volunteers should receive pre-approval from their supervisor. Ocean Discovery will only in this case, reimburse volunteers for expenses incurred in carrying out duties. To request reimbursement, volunteers must submit receipts to his/her supervisor for approval.

Expenses that are reimbursable to the volunteers must be accompanied by an itemized receipt. In the event the receipt is lost or destroyed, the volunteer may submit an "Affidavit of Lost or Destroyed Receipt".

PROFESSIONAL CONDUCT

Ocean Discovery's reputation for fairness, effectiveness, and integrity is one of its greatest assets. All volunteers are expected to conduct all activities in keeping with the highest ethical standards and common sense. Such standards include being courteous and considerate of employees, other volunteers, clients, and visitors. Volunteers must avoid situations that might lead to a real or apparent conflict of interest.

Volunteers who engage in any misconduct may be subject to disciplinary action, up to and possibly including immediate separation from Ocean Discovery. It is not possible to provide volunteers a complete list of every possible type of misconduct. However, in order to provide volunteers some guidance concerning unacceptable behavior, the following are some examples of types of conduct that **may** result in disciplinary action, up to and including immediate separation from Ocean Discovery:

- Actual or threatened physical violence or use of abusive language.
- Negligence in the performance of duties; incompetence; or unsatisfactory performance.
- Destroying or damaging on premise property, records, and other materials.
- Dishonesty.
- Embezzlement or theft.
- Intentionally falsifying data or making material omissions on Ocean Discovery forms, records, or reports, including timecards, application materials, expense reports, or client records.
- Immoral or indecent conduct of any type.
- Insubordination.
- Reporting to work or representing Ocean Discovery off premises while under the influence of alcohol or unlawful drugs or sponsoring the consumption of either by an Ocean Discovery client.

- The use of inappropriate language or the sharing of inappropriate jokes or stories in the presence of clients, volunteers, or employees.
- Sexual or other unlawful harassment or discrimination of a client, volunteers, or employees.
- Engaging in sexual or inappropriate physical contact with clients.
- Encouraging or having intimate relationships with employees or other volunteers when employee is in a supervisory role and able to influence the others.
 - Furthermore due to the team atmosphere fostered at Ocean Discovery, relationships with employees or other volunteers are highly discouraged and if present should be disclosed to a supervisor to ensure that it is having minimal impact on service being provided.
- Engaging in sexual or inappropriate physical contact in or around the workplace or areas in which partners or clients are present.
- Smoking is not permitted during work hours or on Ocean Discovery premises.
- Unauthorized disclosure of confidential or proprietary information regarding Ocean Discovery or its clients (students, etc.).
- Violation of safety or health rules or practices, or engaging in conduct which creates a safety hazard. Failure to report a service-related accident.
- Unjustified and/or excessive absences/tardiness.
- Violation of ethical and/or professional standards.

DRESS CODE POLICY

Maintaining a professional, business-like appearance in the office and community is very important to the success of Ocean Discovery. Part of the impression you make on others depends on your choice of dress, personal hygiene, and courteous behavior. Volunteers shall act as role models for our clients and representatives of the organization by exemplifying high standards of professional appearance.

Grooming and Hygiene

While at work and during activities coordinated by Ocean Discovery Institute, we have the following expectations:

- Cleanliness and neatness are maintained at all times.
- Clothing is clean, pressed, and in good condition.
- If makeup is worn, it is worn in moderation.
- Hair is well groomed, pulled back from eyes and face. Hair restraints may be required for certain employees.
- Facial hair is clean, trimmed, and well maintained.

Attire

The following guidelines apply at all times:

- Outer garments shall fit properly and be of an acceptable length (no shorter than three inches above the knee).
- Blouses and tops must cover the midriff and lower back (this includes when reaching or bending).
- Denim pants may be worn only when accompanied by a suit jacket or blazer, dress shirt, and dress shoes. In addition, denim must be free of holes, excessive fade, or frayed areas.
- Dress shoes are preferred when in an office setting.
- While in the field (outdoor field trips and Watershed Avengers) the following are permitted only with Ocean Discovery logo apparel:
 - Tennis and hiking shoes,
 - Shorts (not permitted in the office) in good condition and of an acceptable length (no shorter than three inches above the knee), and
 - Hats (not permitted in the office) with Ocean Discovery logo or no logo.

The following are **not** permitted:

- Clothing with symbols, inappropriate language, phrases or slogans advertising tobacco, alcohol products, controlled substances, or political advertisements.
- T-shirts, halters, bare backs, tank tops, spaghetti straps, muscle shirts, see through garments, revealing/provocative necklines.
- Sweatpants, warm-ups, shorts, spandex, or garments that may appear to be exercise clothes or undergarments.
- Hats, caps, or other head coverings inside the building except as required by specific assignments/specific events and/or religious or cultural reasons.
- Flip flops, and slippers.

Ocean Discovery Institute Logo Apparel

Ocean Discovery Institute will provide options to purchase/borrow logo apparel and nametags for volunteers. Individuals are encouraged to wear apparel with Ocean Discovery logos while participating in community events. For classroom activities, logo apparel must be worn.

While wearing Ocean Discovery apparel, the following shall apply:

- Ocean Discovery polo shirts must be worn with khaki-colored pants such as dressy capris, dress pants similar to Dockers, or other makers of cotton and wool uniform pants.
 - Denim, including khaki-colored jeans, and skirts are not permitted.
- If a layer is worn under an Ocean Discovery polo, it must be black, dark blue, or white in color.
- If outerwear or a sweatshirt must be worn, it too must have an Ocean Discovery logo when possible or plain (no logo) sweatshirts.
- Ocean Discovery name tags must be worn on the outer layer.
- See “field” attire guidelines mentioned above.

Ocean Discovery expects attire to be in good taste and suitable for an educational setting. Always remember that we represent Ocean Discovery with our appearance as well as our actions.

OFFICE SPACE & SHARED SPACE

It is important to maintain a neat and professional working environment. We often have donors and Board members visiting and we want to maintain the best appearance possible.

Ocean Discovery reserves the right to open and inspect desks, cabinets and shelves, as well as any contents, effects, or articles in desks, cabinets or shelves. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by a supervisor, manager, or security personnel designated by Ocean Discovery.

Prohibited materials, including weapons, explosives, alcohol, and illegal drugs or medications, may not be placed in a desk, cabinet, or shelf. Volunteers who, if requested, fail to cooperate in any inspection will be subject to disciplinary action, up to and including end of service. Ocean Discovery is not responsible for any articles that are placed or left in a desk, cabinet, or shelf that are lost, damaged, stolen or destroyed.

To ensure the proper usage of its systems, Ocean Discovery reserves the right to monitor and record all internet usage by any and all volunteers to ensure the appropriate use of its systems including, but not limited to, each website and

chat or newsgroup visited, email messages sent or received, and each file transfer into and out of Ocean Discovery's internal networks. In addition, please be aware of the following:

- No food is to be left at your desk. Keep food in the kitchen and label according to protocol.
- Maintain a clean desk. Tidy up before leaving for the evening.
- Nothing should be put on walls.
- Let us know if you need any particular items in order to perform your service better.
- If listening to music, it should be at minimum volume and should be appropriate for the office (no swear words, etc).
- Streaming of music and videos is not allowed unless determined necessary by a supervisor.
- Personal phones should be silenced or on vibrate during work hours to minimize distractions.

VIOLENCE FREE WORKPLACE

Ocean Discovery is committed to providing a work environment free from violence. Any acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession or use of weapons of any kind while working or on any Ocean Discovery property or Ocean Discovery's clients' property is expressly prohibited. Anyone engaging in such acts will be subject to disciplinary action, up to and including immediate end of service. Such persons may also be subject to other civil or criminal liability.

Volunteers who feel they have been subjected to behavior prohibited by this policy or who witness or have knowledge of any actions that could be perceived as violent should immediately report the incident to the Talent and Culture Coach. All complaints will be promptly investigated and appropriate action will be taken. Volunteers may also contact the appropriate law enforcement authorities when they have reason to believe there is an immediate threat to the safety of themselves or others.

No volunteer will be retaliated against for reporting, in good faith, any conduct prohibited by this policy.

HARASSMENT

Ocean Discovery is committed to providing a workplace free of sexual harassment as well as harassment based on such factors as race, color, religion, gender, age, national origin, ancestry, sex, age, marital status, pregnancy, medical condition or handicap, sexual orientation, physical or mental disability, veteran or other protected status. Ocean Discovery strongly disapproves of and will not tolerate harassment of employees, applicants, or persons providing services pursuant to a contract by managers, supervisors, co-workers, or volunteers. Ocean Discovery will protect volunteers from harassment by non-employees in the workplace. No one who works in partnership with Ocean Discovery is exempt from the prohibitions in this policy.

Definition of Harassment

Prohibited unlawful harassment includes, but is not limited to, physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis. Harassment also includes verbal, physical, or visual conduct, which creates an intimidating, offensive, or hostile working environment or that unreasonably interferes with job performance. Additionally, sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of service or continued involvement.

Reporting and Complaint Procedure

Any incident of harassment by any Ocean Discovery volunteer or employee should be reported promptly to the supervisor or Talent and Culture Coach. Every reported complaint of harassment will be investigated thoroughly and promptly in a professional manner. If a satisfactory resolution is not reached, the volunteer may request, in writing to the Executive Director, a meeting with the Executive Director, who will attempt to resolve the complaint. **Ocean Discovery's policy forbids retaliation against any volunteer who opposes sexual harassment, files a complaint, testifies, assists or participates in any manner in an investigation, proceeding or hearing of a complaint.**

Discipline

In the case of Ocean Discovery volunteers, if harassment is established on or off the premises, Ocean Discovery will discipline the offender and advise the victim that corrective action is being taken. With regard to acts of harassment by volunteers, corrective action within the reasonable control of Ocean Discovery will be taken after consultation with the appropriate management personnel.

Definition of Sexual Harassment

The California Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

MANDATORY REPORTING

Ocean Discovery and its employees are mandatory reporters. As stated in the California Penal Code, Section 11164-11174.3, "Mandated reporters shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically submit a written follow-up report thereof within 36 hours of receiving the information concerning the incident." If a volunteer is aware of or suspects abuse taking place, immediately notify your supervisor or Executive Director.

Child abuse includes, but is not limited to, sexual abuse, physical abuse, neglect, and mental abuse. If you reasonably suspect or have knowledge of child abuse or of mental suffering that has been inflicted on a child or its emotional well-being is endangered in any other way, you must report such suspected instances of child abuse to a child protective agency. Infliction of willful and unjustifiable mental suffering must also be reported.

Call the Child Abuse Hotline first (800-344-6000 or 858-560-2191) to make a verbal report. Be sure to get the name of the hotline worker. You must follow up the verbal report with a written report (form DOJ SS 8572) via mail, fax or web. After phoning the Child Abuse Hotline, notify your immediate supervisor.

No person reporting a suspected instance of child abuse in good faith shall be civilly or criminally liable for any report required or authorized by California Penal Code Article 2.5, unless it can be proved that a false report was made and the person knew or should have known that the report was false. For more information on the Child Abuse Reporting laws, the link is www.leginfo.ca.gov.

TECHNOLOGY USAGE

Ocean Discovery may provide volunteers with a computer system, internet access, and voicemail to support high quality performance of all job functions. It is the responsibility of each volunteer to ensure that this technology is used for proper purposes and in a manner that is responsible.

Volunteers may not use these systems outside of business hours. Such use must not conflict with Ocean Discovery interests, result in exposure or material expense to Ocean Discovery, and must not jeopardize the integrity of the hardware or software systems or data nor degrade system performance. All data that resides on Ocean Discovery systems is considered property of Ocean Discovery and any unauthorized access or distribution is prohibited. No computer equipment may be removed from the premise.

Additionally the use of social networking and streaming sites (e.g. Facebook) is not permitted during work hours.

SAFETY & ACCIDENTAL INJURIES

Ocean Discovery volunteers are responsible for safety. To achieve this goal, each volunteer is expected to exercise caution in all service activities. Volunteers must immediately report any unsafe conditions to their supervisor.

Some of the best safety improvement ideas come from volunteers. Those with ideas, concerns or suggestions for improved safety and security in the workplace are encouraged to bring them to Ocean Discovery's attention so that the safety and welfare of all volunteers can be improved. Volunteers should feel free to report, without fear of retaliation, any condition that they believe poses a safety, health or security risk in the workplace. Ocean Discovery will investigate such reports promptly and thoroughly, and take appropriate corrective action to support this policy.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, volunteers should immediately notify their supervisor.

The volunteer's supervisor is responsible for investigating all accidents/injuries and must submit a written report along with the volunteer's accident report to the Executive Director the day the accident/illness occurs.

For a detailed explanation of Ocean Discovery's safety policies and procedures, refer to Ocean Discovery's Risk Management Plan.

AUTOMOBILE INSURANCE

When a volunteer travels on Ocean Discovery business in his/her own automobile, the volunteer's personal auto insurance is the primary insurer of liability claims and the volunteer assumes all liability. When a volunteer travels on Ocean Discovery business in an Ocean Discovery automobile, Ocean Discovery's auto insurance is the primary insurer of liability claims.

CONFIDENTIALITY STATEMENT

It is understood and agreed between the volunteer and Ocean Discovery Institute that confidential information is not to be disclosed to other people outside of Ocean Discovery Institute or to other volunteers and employees of Ocean Discovery Institute who do not have a legitimate need to know. Confidential information includes, but is not limited to Ocean Discovery Institute policies, volunteer records, client records, and non-public foundation information and data. Ocean Discovery Institute therefore requires all volunteers to sign a **Confidentiality Agreement** as a condition of service upon start date. A copy of the signed Confidentiality Agreement will be kept in the volunteer's file.

CONFLICT OF INTEREST POLICY AND STATEMENT

Volunteers have a responsibility to Ocean Discovery Institute. They may not engage in activities that might interfere with the discharge of this responsibility or in transactions that reasonably might affect the judgment they exercise on behalf of Ocean Discovery Institute.

Each volunteer has an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Ocean Discovery Institute requires all volunteers to sign the **Conflict of Interest Policy and Statement** as a condition of service upon start date. A copy of the signed Conflict of Interest Policy and Statement will be kept in the volunteer's file.

INTELLECTUAL PROPERTY

All projects completed during service by Ocean Discovery Institute regardless of volunteer category or status is considered the **intellectual property** of Ocean Discovery Institute.



VOLUNTEER ACKNOWLEDGMENT FORM

Ocean Discovery Institute Volunteer Handbook

This handbook contains general information and the policies and procedures that pertain to all volunteers at Ocean Discovery Institute. It does not, however, constitute a contract of service between Ocean Discovery Institute and its volunteers. It is intended to provide volunteers with a general understanding of Ocean Discovery Institute's volunteer policies and should **not** be read as including the fine details of each policy, or as forming an express or implied contract or a promise that the items contained within will be applied in all cases.

Ocean Discovery Institute may add to the items listed in the handbook or revoke them from time to time. Ocean Discovery Institute reserves the right to alter organizational policies and practices at any time, without prior notice. Ocean Discovery Institute will try to keep the handbook current, but there may be times when an item will change before this material can be revised.

By submitting an application, I acknowledge that I have read and understand the contents of the "*Ocean Discovery Institute Volunteer Handbook*". Further, I agree to comply with the contents of the handbook (including any amendments) during my service with Ocean Discovery Institute. I acknowledge that this handbook replaces any similar document that may have previously been distributed by Ocean Discovery Institute.

I also acknowledge that this handbook is a general description of many important policies of Ocean Discovery Institute that may affect my service, and that it is not intended to be an exhaustive listing of all such policies or procedures. This at-will service means the volunteer relationship is for no definite period and may be terminated by Ocean Discovery Institute or the volunteer at any time, with or without cause or reason, and with or without notice. This at-will service status may not be modified or changed in any way, including by any statement or conduct of any Ocean Discovery Institute official or employee. In connection with this policy, Ocean Discovery Institute may modify or alter a volunteer's service in sole discretion, with or without cause or notice, through actions other than end of service. As such, **service may be terminated at any time for any or no reason** by the organization with or without notice and there are no guarantees of service for any term express or implied. I understand that I am requested to give 14 days notice of end of service. Nothing in this Handbook is intended, nor should it be construed, nor is any employee or supervisor authorized, to alter or amend the fundamental nature of this volunteer relationship.

I understand that the Handbook is not a binding contract, but provides guidelines for volunteers concerning some Ocean Discovery Institute's policies. I understand that Ocean Discovery Institute reserves the right to make changes to the policies, procedures and practices described in the Handbook at any time with or without notice.