FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

VOLUNTEERS</td><td></td><td>POLICY NO: HR-038</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
VOLUNTEERS HR03-510</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
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POLICY:
Family Visions Inc. encourages community volunteerism.

PROCEDURE:
An agency that operates with a collective bargaining agreement should include the following clause with the policy: “In cases involving direct work with the Supported Individuals, volunteers shall provide supplementary assistance and shall not be responsible for personal care, administration of medication, or any task that is the usual responsibility of a paid employee.”

Any person intending to commit to Family Visions Inc. and who will be working without compensation directly with the Supported Individuals is considered to be a volunteer and subject to the following conditions:

1. Volunteers may be required to:
    a) Submit a written application
    b) Sign a Confidentiality Pledge (Appendix)
    c) Sign a Conflict of Interest Declaration (Appendix)
    d) Provide a satisfactory Criminal Record Check
    e) Provide a satisfactory Adult Abuse Registry Check (if required) and/or Drivers Abstract
    f) Track and submit all volunteer hours on an agency approved time sheet
2. Volunteers who will be working unsupervised with Supported Individuals must be at least 18 years of age.
4. Volunteers will receive orientation and applicable training, written and/or verbal job descriptions depending on the complexity of the job duties involved.