



## **The Ehlers-Danlos Society Volunteer Policy**

Volunteers are critical in the success of The Ehlers-Danlos Society (hereby referred to as The Society) and are essential for the organization's day to day operations. All volunteers shall agree to abide by the policies of The Society. Volunteers are considered partners in implementing the mission and programs of the organization, each with complementary roles to play. Designated staff are expected to provide orientation, supervision and feedback to all volunteers serving.

A volunteer within The Society is defined as anyone who, without compensation or the expectation of compensation performs tasks at the direction and on behalf of The Society.

### **Volunteer Equal Opportunity/Nondiscrimination Policy**

In order to offer volunteer opportunities to all individuals, there will be no discrimination based on race, nationality, ethnicity, gender, marital or civil partner status, caring responsibilities, disability, gender identity, age, social class, sexual orientation, or religion/belief. In addition to ensuring full equality of volunteer opportunities in any area within The Society every volunteer will be selected under fair procedures that provide equal opportunity to all people. Each volunteer will be selected based on their application, phone interview, and the basis of ability to perform the volunteer duties.

If any volunteer has any questions or concerns about any type of discrimination they are encouraged to bring attention to this to their volunteer supervisor immediately. Volunteers should be confident knowing that doing so will not jeopardize their volunteer status.

### **Volunteer Standards and Ethics**

All volunteers of The Society are expected to maintain high standards of cooperation, attendance, accuracy, and responsibility in fulfilling their obligations. Volunteers are responsible for their own actions. Each volunteer is expected to meet the highest standards of honesty, integrity, and fairness.

The Society expects volunteers to act in a way that supports the society's values at all times.

Volunteers that are found participating in any type of discriminations will no longer be allowed to volunteer for The Society as we have a zero tolerance policy.

### **Recruitment**

All interested persons are able to fill out a volunteer application on our website. These applications are screened, reference checked, and subject to a phone interview. If you are selected for a volunteer opportunity, you will then be subject to providing further information such as a background check, HIPAA training, and GDPR training. All volunteers

must go through The Society training prior to receiving their first volunteer assignment. Upon completion of orientation, you will be asked to sign a Non-Disclosure Agreement along with a Conflict of Interest agreement.

### Placement

Every effort will be made to place volunteers in positions that meet their needs along with the society's needs. Volunteers placed in a position for which they are not interested may be recommended by staff for other volunteer positions, and or can request to be reassigned.

### Open Door Policy

Volunteers are encouraged to reach out to their direct supervisor if there are any complaints, questions, or concerns regarding any aspect of their volunteer work. Volunteers who are unsatisfied with any aspect of their volunteer work, rules, plans, or policies should speak to their supervisor. Should a volunteer feel that their complaint hasn't been addressed in a manner they see fit, they should contact the Campaign Director.

### To Assure Health and Safety

The Society is committed to providing a safe and healthy environment for all.

It is the policy of The Society to provide an environment free of all forms of unlawful, or unwelcome harassment, including implied or expressed forms of sexual harassment. The Society continues to prohibit harassment on the basis of race, nationality, ethnicity, gender, marital or civil partner status, caring responsibilities, disability, gender identity, age, social class, sexual orientation, or religion/belief.

To continue to provide a safe environment please note the following:

- **Alcoholic Beverages:** When volunteering at an event where alcohol might be served we ask that you drink responsibly. Please maintain a level of professionalism as you are representing The Society as a whole. If you are unable to follow this please note that you will be dismissed from volunteering for The Society immediately.
- **Smoking:** Out of courtesy to others, please refrain from smoking during any activity led by The Society. Smoking shall be confined to designated areas only.
- **Controlled Substances:** There will be NO tolerance for recreational drugs. Any possession, use, sale, or exchange of illegal drugs are not permitted in any activity, or on any property used by The Society. In the case of marijuana, we understand and accept the use of marijuana medically. Volunteers may be asked to provide proof/documentation (whichever word is more appropriate) of their medical need. When volunteering in locations where marijuana is legal, we ask that volunteers who choose to, do so responsibly.
- **Weapons:** The Society prohibits volunteers from being in the possession of weapons at any time in any facility occupied by The Society, including personally-owned vehicles that are parked in any area provided by The Society. Regardless of whether the volunteer is licensed to carry a weapon or not. Under the policy of prohibited weapons, this includes any form of weapons or explosives that is restricted by local, state, or federal law. This includes all firearms, illegal knives, or other weapons covered by law.

- **Hostility:** The Society strictly prohibits hostility in any form against employees, attendees, volunteers, visitors, or anyone else having involvement with the society. Hostility under this policy includes physical harassment, intimidations, stalking, coercion, threats, joking about hostility, communicating hostility through communications such as by phone, email, voicemail, and or postal communications.

### **Policy Review and Amendments**

This policy will be reviewed annually, by the end of the first quarter (Q1), to ensure that it continues to meet the needs of The Society and its community.

### **How to Contact Us**

If you have any questions about The Society's Volunteer Policy, please do not hesitate to contact us.

Email us at: [info@ehlers-danlos.com](mailto:info@ehlers-danlos.com)

Call us: +1 410-670-7577 or +44 203 887 6132

Or write to us at: The Ehlers-Danlos Society Headquarters, 1732 1st Ave. #20373, New York, NY 10128, USA or The Ehlers-Danlos Society Europe Office, Office 7, 35-37 Ludgate Hill, London, EC4M 7JN, United Kingdom