

**TACA Programs Volunteer Handbook, Policy Manual,  
and Volunteer Acknowledgement, Confidentiality Agreement & Release and  
Waiver of Liability**

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## **TACA PROGRAMS VOLUNTEER HANDBOOK**

Welcome and thank you for your interest in volunteering with The Autism Community in Action (TACA)! Volunteers are the cornerstone to what TACA believes in – “Families with autism helping families with autism.” While volunteers are primarily parents and caregivers of children and adults diagnosed with autism, TACA welcomes all community members who may not be directly affected by autism to join our volunteer efforts! It takes a village.

It is our goal to make your volunteer experience as rewarding, valuable, and enjoyable as possible. This handbook will provide you with our general policies and best practices.

Please familiarize yourself with the contents of this handbook.

### **Mission Statement**

TACA provides education, support and hope to families living with autism.

We are a national 501(c)3 non-profit organization, with our Foundation Office in Irvine, California, that will deliver educational and support programs to families with a child diagnosed with autism.

### **Board & Staff Members**

**Board Members** - <https://tacanow.org/who-we-are/board-members/>

**Autism Ambassadors** - <https://tacanow.org/who-we-are/ambassadors/>

**Physician Advisory Board** - <https://tacanow.org/who-we-are/physician-advisory-board/>

**Staff** - <https://tacanow.org/who-we-are/staff-list/>

### **Our Approach**

TACA’s vision is that every individual diagnosed with autism lead an independent life. We carry out our mission through our values rooted in ACTION:

A – Authentic

C – Caring

T – Tough

I – Informed

O – Optimistic

N – Never (give up)

TACA's approach to execute our mission is two-fold:

- 1) Education – TACA provides high-value learning for families, identifying key topics, connecting families with evidence-based research, access to specialists in treating autism and associated co-occurring medical conditions. Our education team helps break down immense information into easy-to-understand key points and present learning in a range of modalities.
- 2) Support – TACA helps families translate their learning into action, supporting families to implement what they have learned. Support programs allow families to prioritize one bite-sized action item at a time, using a network of collective wisdom and experience from other families, mentors, and communities.

Please visit [www.tacanow.org](http://www.tacanow.org) to learn more about our programs, events, and projects.

### **General Information**

Office location: The TACA Foundation office is located at 17752 Sky Park Circle, Ste. 140, Irvine, CA 92614.

Current Programs: TACA Programs extend across the United States to provide education and support to families with autism. Programs are comprised under the Education or Support Teams. Program offerings in Education and Support may change year over year.

Education Programs	Support Programs
<p>Goals:</p> <ul style="list-style-type: none"> <li>• Provide access to quality information</li> <li>• Model approaches to problem-solving</li> <li>• Provide tools and resources to help families act</li> </ul>	<p>Goals:</p> <ul style="list-style-type: none"> <li>• Equip families with the skills to act</li> <li>• Help families to access resources and implement solutions</li> <li>• Provide a community of support</li> </ul>
<p>Programs include:</p> <ul style="list-style-type: none"> <li>• TACA Monthly Learning Series</li> <li>• National Autism Conferences</li> <li>• Knowledge base and downloads (website)</li> <li>• Autism Journey Guide</li> <li>• Newly Diagnosed and Newly Empowered (Onboarding TACA)</li> <li>• Teen and Adult Education</li> <li>• TACA Connect</li> <li>• TACA +</li> </ul>	<p>Programs include:</p> <ul style="list-style-type: none"> <li>• Hope and Help</li> <li>• Scholarships</li> <li>• Virtual Family Meetings</li> <li>• Mentors</li> <li>• Chapters</li> <li>• Family Events</li> </ul>

Calendar of important events:

- March – Doctor’s Day
- April – Autism Action Month and the start of Family & Friends Campaign
- April – Third Thursday of the month: National Coffee Talk Day
- September – Ante Up for Autism
- October – National TACA Autism Conference
- December – Celebrations!

**Definitions of terms or acronyms**

TACA maintains a Glossary of terms and inclusive language. *See Glossary* document housed in the TACA Connect App, Volunteer Corner feature.

**Volunteer Relationship**

TACA has many opportunities for volunteers to utilize their personal talents and interests in various roles across our programs, projects, and/or events. We strive to provide the support,

supervision, and recognition needed in order to make each volunteer's personal investment a valued experience.

As a volunteer you have the right to:

1. Be assigned appropriate tasks according to ability, skill, interests, availability, and training.
2. Receive training and supervision for the tasks accepted.
3. Receive a job description for your assignment when appropriate.
4. Be treated as a team member who contributes to TACA's goals through your volunteer work.
5. Make suggestions about your assignment and the TACA volunteer program and be acknowledged by staff.
6. Be trusted with confidential information, if needed, to help carry out assignments.
7. Expect that records will be kept documenting areas of interest or positions held (and, if applicable, time spent volunteering).
8. Be treated with a spirit of appreciation and cooperation so that TACA will be known to be a "great place to volunteer" in our autism community.
9. A safe and inviting environment to work in that is free of harassment and discrimination.

TACA expects volunteers to:

- Know your own duties and stay on task.
- Cooperate with fellow volunteers and maintain a positive team attitude.
- Voice your opinions and contribute your suggestions to improve TACA's work and mission.
- Report data appropriately and timely within your volunteer role.
- Be on time for scheduled meetings and work assignments.
- Treat all volunteers and supporters with respect.
- Learn and grow with our organization.
- Treat families you support with kindness, empathy and compassion.

As a TACA volunteer, you are an integral part of creating a positive working environment and safe volunteer conditions for all TACA volunteers.

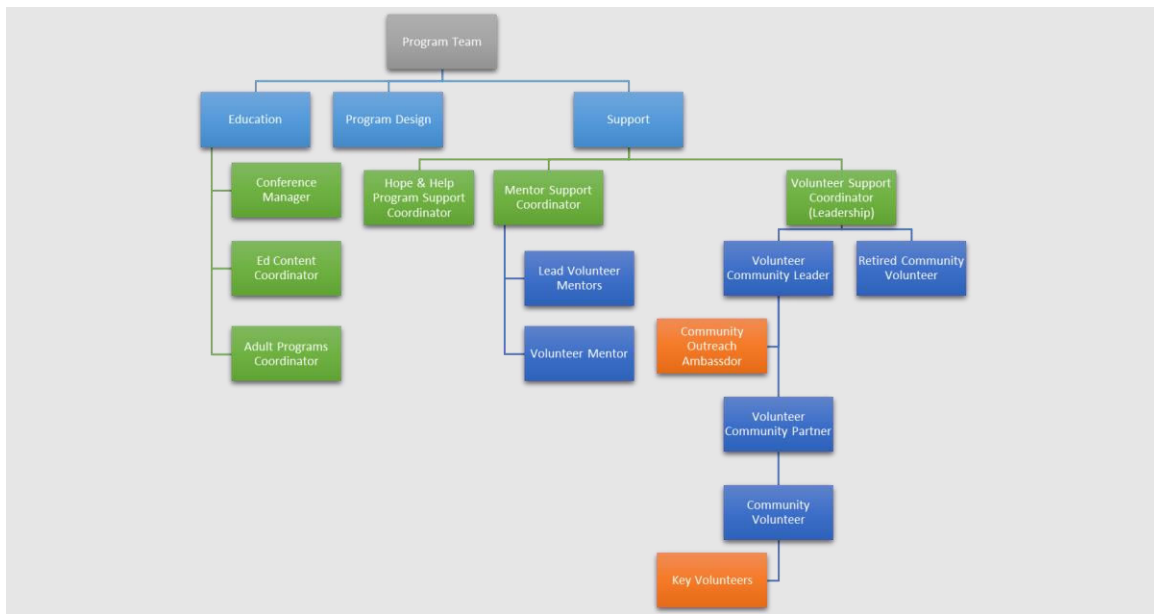
## **Organization and structure**

TACA Programs works in collaboration with other departments, Development and Communication to achieve TACA's Strategic Goals. TACA Programs are led by the Program Team Leads.

Under the direction of the Program Leads, TACA Programs is comprised of three teams of staff:

- Education
- Support
- Design

Volunteers participate in Education or Support programs to achieve TACA's goals.



## Fundraising

Fundraising is an integral part of leading a Non-Profit organization. TACA offers many opportunities for fundraising engagement along with support, strategies and tools for success. Certain Volunteer Benefits are contingent on meeting requirements that include Fundraising activities; volunteer status will not be contingent on raising funds, but activities and opportunities may be limited.

## **POLICY MANUAL**

### **Age of Volunteers**

TACA Program Coordinators evaluate the ability and competency of all volunteers in order to assign appropriate tasks as availability and conditions permit. Volunteers under the age of 18 must provide a waiver of liability signed by a parent or legal guardian and must be accompanied by an adult when volunteering with TACA. There is no maximum age for TACA volunteers.

### **Safety**

Volunteers and TACA share responsibility in establishing and maintaining a safe work environment. TACA will attempt to ensure a safe work environment, and you are expected to obey safety rules and to exercise caution in all work activities related to TACA.

Please immediately report any unsafe conditions to your Program Coordinator. Any accident which results in injury, no matter how insignificant, must be reported promptly to your Program Coordinator.

In the event that you are injured or become ill while volunteering, we ask that you provide us with emergency contact information.

### **Absence and Lateness**

The positions that volunteers fill, and the tasks they are assigned to accomplish, are critical to TACA's success. If you fail to show up for an event or complete a task, other volunteers or staff must step in to get them accomplished.



If you are unable to attend a scheduled work position, or if you will arrive late, please contact your Volunteer Coordinator or Program Director with as much notice as possible. The same policy applies to assigned roles (such as mentoring an assigned mentee) you know you will not be able to complete in a timely manner. Please contact your Volunteer Coordinator as soon as possible so that your duties can be reassigned to another volunteer.

### **Volunteer rights and responsibilities**

Volunteer Position Descriptions – see available position descriptions in the Volunteer Corner and Leadership Microsoft Team.

Volunteer Conduct – Volunteers agree to promote a safe, comfortable and inclusive environment for all families, constituents, staff and partners of TACA. Volunteers agree to uphold the mission, vision and tenants of the organization when engaging as a representative of or recognized as and during any and all activities for TACA. Under TACA's 501(c)3 status, the organization and its members do not engage in legislative advocacy, soliciting, selling, sharing confidential organization information including but not limited to member information for any purposes to or to any representative.

All volunteers shall abide by and conform to these professional standards:

- Volunteers shall act honestly and ethically while in the performance of their volunteer duties.
- Volunteers shall treat all TACA employees, volunteers, and community members with respect, courtesy, and dignity.
- Volunteers shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
- Volunteers shall not harass, bully, or mistreat staff or other volunteers.
- Volunteers shall obey all applicable local, state, and federal laws, while acting on behalf of TACA, including all laws and regulations that govern appropriate conduct in the workplace.
- Volunteers shall deter wrongdoing and ensure accountability for adherence to the Code of Conduct.
- Volunteers shall assist and cooperate with all TACA investigations.
- Volunteers shall report violations or suspected violations of the Code of Conduct. Violations should be reported to the assigned Coordinator, HR, Director, or Executive Director.
- Volunteers shall seek assistance if they have questions about any volunteer guidelines, including the Code of Conduct. If a staff member or volunteer has any questions or concerns about the code of conduct or wishes to file a formal complaint, they may contact [Heather.Nelson@tacanow.org](mailto:Heather.Nelson@tacanow.org).

As a non-profit charitable organization, TACA is dedicated to providing families living with autism with the education, resources and support they need. To succeed in this mission TACA needs to receive the highest ethical performance from its employees. Our reputation in the community requires careful observance of the spirit and letter of all applicable laws, regulations and policies, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

It is impossible to identify every type of possible misconduct, or performance problem that may result in discipline. The following is, therefore, a partial list of the type of conduct that may result in disciplinary actions, up to and including termination:

- Flagrant misconduct
- Violation of TACA policies or safety rules
- Insubordination
- Fiscal irresponsibility
- Poor attendance or performance
- Theft or dishonesty
- Physical, mental or sexual harassment
- Possession of dangerous or unauthorized materials or weapons
- Possession/distribution/sale/transfer/use of illegal drugs
- Fighting or threatening violence
- Disrespect towards fellow employees, donors, volunteers, or visitors

These standards are provided solely for your information. TACA reserves the right to determine whether an employee has committed an offense, whether identified above or not, that warrants discipline and to determine the appropriate degree of discipline. TACA may take disciplinary action against employees whose conduct violates this or other company policies and practices.

#### Anti-Discrimination Policy

(As referenced from the TACA Employee Handout)

The responsibility for providing an atmosphere free of discrimination rests with every employee. TACA is committed to providing a work environment that is free of discrimination or harassment based on race, color, age, sex, marital status, pregnancy, religion, creed, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, gender identity or citizenship.

You should be aware of and fully support this commitment and its objectives by demonstrating respect for, and valuing our individual differences, which enable each person to be an important contributor. TACA expects that all relationships among persons in the workplace will

be business-like and free of bias, prejudice, and harassment. TACA expects that employees and volunteer members will:

- Treat other employees with respect and civility.
- Refrain from making offensive or insulting remarks to or about others in the workplace or while at an event outside the workplace.
- Avoid slurs, jokes, and harassment based on any of the above.
- Cooperate fully with any discrimination or harassment investigation.
- Discuss any questions or concerns about treatment with your supervisor, Director of Finance, Administration & Programs or Executive Director.

Appropriate disciplinary action may be taken against any employee who willfully violates this policy.

### Harassment Policy

(As referenced from the TACA Employee Handout)

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her status as protected by law.

TACA maintains a strict policy prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity, age or any other characteristic protected by the state or federal employment discrimination laws. This policy applies to all employer agents and employees, including supervisors, non-supervisory employees, and to non-employees who engage in unlawful harassment in the workplace.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

- Submission to such conduct is made an explicit or implicit term or condition of employment; or
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or
- Conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Some examples of unlawful harassment are:

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
- Visual conduct, such as derogatory posters, cartoons, drawings or gestures.

- Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported unlawful harassment.

Any employee, volunteer, or other person who believes he or she has been harassed by a co-worker, supervisor, or agent of TACA or by a non-employee should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or, in the alternative, to the Director of Finance, Administration & Programs. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more of the individuals identified above. Supervisors should immediately report any incidents of harassment to the Director of Finance, Administration & Programs. Upon receipt of a complaint, TACA will undertake a thorough, objective and good faith investigation of the harassment allegations.

If TACA determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by TACA to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

Employees and volunteers will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by supervisors or co-workers against any complainant or anyone assisting in a harassment investigation. The Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination or retaliation.

**Volunteer Benefits** – Volunteers will be provided with training and development to succeed in their volunteer role. This includes support and training to utilize appropriate technology and systems of communication. Volunteer benefits are outlined in each Volunteer Position Description.

For volunteers participating in roles that are able to host in-person support and outreach events, supplies to host events will be provided once a year to the volunteer. The volunteer is responsible for maintaining the quality of the supplies for the year and will receive replacements as needed no more than once per year. A standard package of event supplies will be sent to each volunteer with a signed volunteer agreement and actively hosting events.

Customized supplies may be provided for Volunteer Community Leaders (VCL) who have the planned budget to support such requests.

See: [Support.VolunteerBenefits.LeadershipConferencev2.docx](#)

## Volunteer Training

- A. Orientation – under construction.
- B. Confidentiality – all personal information for employees and volunteers is kept confidential with Program staff and maintained privately with HR standards.
  - 1. TACA requires that all constituent information be kept confidential. This includes but is not limited to information shared at TACA events, virtual events, and the Hope & Help Facebook Group. All rules regarding Facebook and TACA Hope & Help Facebook Group must be adhered to. Any volunteer or staff unable to perform their job/volunteer role after being prohibited from the Facebook platform (in conjunction with breaking Facebook/group rules) may be let go from their respective position.
  - 2. Information shared with HR is kept confidential when requested with the following exceptions:
  - 3. The information requires action by the organization to address a harmful situation or potentially harmful situation.
  - 4. The information identifies inappropriate or unethical behavior by employees, volunteers, or other partners.
  - 5. Allegations of wrongdoing by other employees, volunteers, or constituents will be addressed directly to those individuals.
  - 6. Not acting on the information would create a harmful or potentially harmful situation for TACA, its employees, volunteers, or families/communities we serve.
- C. Trainings – Trainings are regularly updated and added to the Volunteer Corner of the Connect Platform. Completion of required training is stated and agreed to in the Position Descriptions and monitored by Coordinators. If there are any questions or additional training required, please seek guidance from your Coordinator, Director, or Executive Director.

## Reporting procedures

Volunteer application – all information in the volunteer application is required to be true and accurate to the best of the volunteer's ability. If there are any changes to the volunteer's contact information or other status, including but not limited to any potential conflicts of interest, the volunteer should report those immediately to their Coordinator or Human Resources.

If information in the volunteer application proves to be untrue and/or detrimental to the status of the volunteer or the organization, TACA reserves the right to terminate the relationship with the volunteer.

Incident reporting – Any concerns or incidents may be reported by the volunteer via email to their Coordinator or to Human Resources ([Heather.Nelson@tacanow.org](mailto:Heather.Nelson@tacanow.org)).

Data reporting – Data is integral to the success of TACA and a required volunteer activity for TACA volunteers accepting a Program Volunteer position. Volunteers must complete the data training video in TACA Connect and should utilize the data submission link in the same platform to submit their data monthly. If a volunteer does not volunteer activities during a month, the volunteer should continue to complete a data form and report no work done.

### **Reporting Volunteer Service**

Volunteer sign-in sheets and/or time tracking are very important. All volunteers must sign in appropriately at each event and/or report their personal hours to the Volunteer Coordinator with the appropriate monthly reporting weblink.

Volunteers are required to complete the requisite training and use the appropriate reporting weblinks housed in the TACA Connect App, Volunteer Corner feature.

### **Confidential Information**

All volunteers who sign a volunteer agreement are understood to understand and agree to TACA's Confidentiality rules and expectations. TACA has an obligation to maintain volunteer, donor, and other supporters' confidentiality, and to respect their privacy. In turn, we require strict confidentiality be maintained with respect to all information obtained by volunteers concerning our organization, volunteers, donors, and supporters.

Volunteers shall not disclose any information obtained in the course of their volunteer placement to any third parties without prior written consent from the organization.

### **Protocol for Media Interaction**

Management of interaction with the media requires specific skills and awareness and careful attention to the audience and any political and/or local sensitivities. TACA has a strict media management policy in place to maintain quality and consistency in our public voice and minimize risks of adverse publicity due to inaccurate or inappropriate sharing of information.

All communications and interviews (face-to-face, telephone, written, or email) with the media must be approved by TACA. Volunteers approached by a member of the media must immediately inform their Volunteer Coordinator for support, who will relay the information to TACA's communications team for follow-up.

All volunteers should complete TACA Message Training at least annually.

Recognition – TACA highly values all TACA volunteers. TACA Volunteers are a unique attribute in the autism community and support TACA in reaching its mission and vision. TACA will continually put forth effort to recognize and demonstrate its thanks to volunteers. Volunteers can explore the Benefits available to various volunteer roles.

### **Harassment and Discrimination**

TACA is committed to providing a positive volunteer environment free of discrimination and harassment. Each volunteer is personally responsible for maintaining such a work environment. TACA prohibits any actions, words, or comments based on an individual's race, sex, sexual preference, ethnic background, age, religion, physical condition, or other legally protected characteristic. Improper conduct or action can create an offensive or hostile work environment and will be grounds for immediate disciplinary action.

TACA prohibits any harassment or coercion between volunteers, employees, or other non-employees on the basis of sex. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtures and conduct, either verbal or physical. Misconduct applies to males and females and includes harassment between individuals of both sexes and the same sex.

Any volunteer who believes he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behavior is unwelcome. In addition, volunteers who believe they have been harassed must immediately report the matter to a Volunteer Coordinator.

## **Grievances**

A grievance is defined as any event, condition, rule, attitude, or practice that causes a volunteer undue distress or unpleasantness while performing work for TACA. Volunteer grievances are of great concern to us. We encourage volunteers to deal with conflicts directly with each other, in a professional and respectful manner. If you need help resolving a conflict, please contact your team leader. It is our goal to have an open-door policy where we give full consideration to every volunteer's opinion. There will be no discrimination against or toward anyone for his or her part in presenting a grievance.

## **Volunteer Conduct**

TACA is an at-will non-profit organization and therefore has the right to terminate a volunteer without cause. While it is impossible to completely list all forms of behavior or conduct that are considered unacceptable in the workplace, the following are examples that may result in the reprimand, limitation, and/or termination of the volunteer relationship:

- Excessive absenteeism without notice.
- Releasing confidential information.
- Misuse of funds, equipment, or materials.
- Working under the influence of alcohol or illegal drugs.
- Fighting or threatening violence.
- Boisterous or disruptive activity.
- Negligence or improper conduct leading to the damage of property.
- Theft or inappropriate removal or possession of TACA property.
- Repeated failure to follow a Volunteer Coordinator's reasonable request or to carry out a reasonable job assignment.
- Gross misconduct or insubordination.
- Violation of safety or health rules.
- Abuse or mistreatment of volunteers, donors, and/or supporters.
- Sexual or other unlawful harassment or discrimination.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.

## **How to Handle Families in Crisis**

TACA families represent the spectrum of economic, racial, cultural, religious, age, gender, and disability diversity. These families have differing abilities, experience, parenting styles, values, religious beliefs and more. These families with autism fall into crisis in many ways despite perceived benefits or privileges not afforded by other families or the volunteer's own



experience. TACA works hard to provide the education and support families need to prevent crisis situations but are limited in the intervention we can provide in a crisis. TACA is not a direct service provider, cannot know all the information surrounding a family's situation, and are limited in the support that can be provided. TACA is not able to respond to emergent crisis, situation, or requests. Volunteers are not expected to support families in these situations. Volunteers should take caution in giving any advice other than referring to the TACA website resources and directing families to work directly with their child's physician.

For support when confronting a crisis situation, please contact your Volunteer Coordinator support as soon as possible.

### **Volunteer Separation**

Resignation: TACA volunteers may separate from the organization at-will. Volunteers in good standing will be given the opportunity to retain a retirement role with TACA.

Termination of Volunteer Relationship by TACA: please see [Support.TerminatingVolunteerRelationship.docx](#)

Termination of a volunteer is handled similar to but not entirely like an employee. TACA will always remain grateful for the service a volunteer has given to supporting the TACA mission. In terminating the volunteer relationship, TACA will remain appreciative in all correspondence and interactions with a few exceptions of gross misconduct. Gross misconduct must be confirmed with HR and documented prior to approaching termination in this manner. Gross misconduct of a volunteer may include but is not limited to:

- An ethical or legal breach

Regarding conduct, the Volunteer Support Coordinator and Mentor Support Coordinator will keep regular documentation regarding any success, work and concerns related to the volunteers they support and supervise. Repeat failure or continued concerns will be brought to the attention of the Program team. Termination of the volunteer relationship may occur for any of the following reasons including but not limited to:

- The volunteer chooses not to participate or retire
- Acting in a manner that is harassing, discriminatory, or disparaging
- Acting in a manner that is not aligned with our TACA mission
- Engaging as a TACA volunteer that is not aligned with TACA's mission or any training material including Message training
- Soliciting to internal and external constituents of TACA
- Utilizing TACA resources for personal gain
- Sharing confidential TACA information including client information
- Failing to remain active and in good standing

- Any of the acts outlined in the TACA Volunteer Handbook

**Contact Information:**

1. Program Director: Joan Baek, [joan.baek@takanow.org](mailto:joan.baek@takanow.org)
2. Volunteer Support Coordinator: Rhyan Erb, [rhyan.erb@takanow.org](mailto:rhyan.erb@takanow.org)
3. Human Resources: Heather Nelson, [heather.nelson@takanow.org](mailto:heather.nelson@takanow.org)

## **VOLUNTEER ACKNOWLEDGMENT, CONFIDENTIALITY AGREEMENT, & RELEASE AND WAIVER OF LIABILITY**

### **Volunteer Acknowledgement**

All volunteers who sign a volunteer agreement are understood to understand and agree to TACA's Volunteer Handbook and Policy Manual and understand that they should consult with the TACA Volunteer Coordinator if I have any questions about the policies or procedures contained therein.

It is also understood that from time to time there may be revisions to the Volunteer Handbook and Policy Manual. Such revisions will be communicated to volunteers.

It is understood and agreed that every Program volunteer enters into a volunteer relationship with TACA voluntarily and acknowledges there is no specified length of volunteering. Accordingly, either TACA or the Program volunteer can terminate the relationship at will, with or without cause, at any time.

Furthermore, it is acknowledged that this manual is neither a contract of employment or volunteering, nor a legal document. Although some or all the policies and procedures may have been explained to a volunteer verbally, it is understood that it is the responsibility of the individual volunteer to fully read and comply with the policies contained in this handbook and any revisions made to it.

### **Confidentiality Agreement**

All volunteers who sign a volunteer agreement understand and agree that in the capacity of their volunteer role, a Program volunteer may have access to confidential information, both verbal and written, relating to participants, volunteers or staff, and the organization, in addition to the database. In the condition stated above, volunteers understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of the volunteer position with TACA. Furthermore, there is an agreement not to discuss these same matters after leaving a volunteer position with TACA.

In addition, there is an agreement that the database and the contents of such is the sole property of TACA and will not use any of the information except for the purposes assigned to me by the organization.

Volunteers understand and agree that breach of this agreement shall constitute grounds for and may result in termination of their volunteer status with TACA, except where such disclosure is consistent with stated policy and relevant legislation.

All volunteers who sign a volunteer agreement understand and accept full responsibility for maintaining the confidential and private nature of all records and information. All volunteers who sign a volunteer agreement understand and agree that the volunteer is personally responsible and liable for any violation of this agreement.

## **Release and Waiver of Liability**

All volunteers who sign a volunteer agreement understand and agree that to this Release and Waiver of Liability, (the "Release") was executed on the day of signing the volunteer agreement the Volunteer, in favor of the TACA, a not-for-profit organization, their directors, officers, employees, and agents. TACA's goal is to provide education and support to families with a child diagnosed with autism. Because of the nature of the business of this organization and the sensitivity to our participant's child (generally a minor), it is requisite that confidentiality be maintained at all times.

As a volunteer supporting TACA, by signing a volunteer agreement it is understood and agreed that the volunteer will engage in activities related to being a volunteer (the "Activities"). There is an understanding that the Activities may include, but are not limited to, organizing, cleaning, loading and unloading supplies, and interacting with other volunteers and community supporters. Volunteers also understand and agree to **TACA's Confidentiality Agreement**. The volunteer agrees that they do hereby freely, voluntarily, and without duress execute this Release under the following terms:

**1. RELEASE AND WAIVER:** The Volunteer, for him/herself and his/her legal representatives, spouse, heirs and assigns, does hereby release and forever discharge and hold harmless TACA and its officers, directors, trustees, employees, agents, insurers and representatives, successors and assigns from any and all liability claims and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with TACA.

The Volunteer understands that this Release discharges TACA from any liability or claim that the Volunteer may have against TACA with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with TACA, whether caused by the negligence of TACA or its officers, directors, employees, or agents or otherwise. The Volunteer covenants not to bring any action against TACA for any such injury or damage. The Volunteer also understands that TACA does not assume any responsibility for or obligation to provide financial or other assistance including but not limited to medical, health or disability insurance in the event of injury or illness.

**2. MEDICAL TREATMENT:** The Volunteer does hereby release and forever discharges TACA from any claim whatsoever which arises or may hereafter arise on account of any

first aid, treatment, or service rendered in connection with the Volunteer's Activities with TACA. Volunteer authorizes TACA to act, in its best judgment, on Volunteer's behalf in case of an emergency.

**3. ASSUMPTION OF THE RISK:** The Volunteer understands that the Activities may include work that may be hazardous to the Volunteer, including, but not limited to, organizing, cleaning, loading and unloading supplies, and providing clerical support in TACA.

The Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases TACA from all liability for injury, illness, death, or property damage resulting from the Activities.

**4. VOLUNTARY SERVICE:** The Volunteer understands and acknowledges that he/she may decline any volunteer role or position at any time if he/she feels such role or position presents a risk to health or safety or for any other reason. Volunteer agrees to advise TACA of any preexisting conditions that would preclude involvement in any activity.

**5. INSURANCE:** The Volunteer understands that, except as otherwise agreed upon by TACA in writing, TACA does not carry or maintain health, medical, disability or Workers Compensation insurance coverage for any volunteer.

**6. OTHER:** The Volunteer expressly agrees that the Release is intended to be as broad and inclusive as permitted by the laws of the state in which the volunteer is providing service, and that this Release shall be governed by and interpreted in accordance with the laws of the state the volunteer is providing service. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which will continue to be enforceable. Volunteer represents that he/she is 18 years of age or older.

**7. PHOTOGRAPHIC RELEASE:** The Volunteer does hereby grant and convey unto TACA all right, title and interest in any and all photographic images and video or audio recordings made by TACA during the Volunteer's Activities with TACA, including, but not limited to, any donations, proceeds, or other benefits derived from such photographs or recordings.

This Program Volunteer Handbook contains the volunteer policies and practices of The Autism Community in Action (TACA) in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

TACA reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Program Director.

Any written changes to this handbook will be distributed to all volunteers so they can be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and TACA as to the duration of your volunteer commitment and the circumstances under which your volunteer position may be terminated. Nothing in this at-will statement is intended to interfere with a volunteer's rights to communicate or work with others toward altering the terms and conditions of his or her volunteerism.