VOLUNTEER FORM 2 OF 2 · STAFF COMPLETES SECTIONS A, B AND E WITH THE VOLUNTEER

Volunteer Intake and Code of Conduct

Habitat for Humanity of Utah County ReStore | Completed with a staff member on the first day | Revised November 2026

A. Volunteer information

In this form, "Habitat" means Habitat for Humanity International, Inc. and Habitat for Humanity of Utah County. A staff member completes this section with the volunteer. Court-ordered volunteers must bring their court paperwork for verification.

Volunteer type

☐ Court-ordered ☐ Volunteer ☐ School ☐ Group

Date | **Last name** | **First name**

Street address | **City / State / ZIP**

Phone | **Email**

Driver license — state and number | **Date of birth**

Emergency contact name | **Relationship** | **Emergency contact phone**

Court-ordered volunteers only

Court, judge, or referring agency | **Case number**

Charges | **Hours ordered** | **Completion deadline**

B. Eligibility (staff use — court-ordered volunteers)

Community-service volunteers must be **18 or older**. Habitat does not accept anyone with **any charge or conviction involving violence or assault, a sexual offense, or theft or fraud.** Court paperwork is reviewed at intake.

- ☐ Court paperwork reviewed
- ☐ Photo ID verified
- ☐ No excluded charges or convictions
- ☐ Sex offender registry checked

Approved by (manager or manager's designee) | **Date**

C. Code of Conduct

You represent Habitat while you are here. These rules apply to every volunteer, every day, and are enforced the same way by every staff member.

Conduct

- I will treat all staff, volunteers, customers, and donors with courtesy, dignity, and respect, and will follow staff instructions.
- I will use appropriate language. I will not swear, make jokes, or have conversations that are inappropriate, harassing, discriminatory, or sexual in nature.
- **I will not engage in any form of exploitation, abuse, or sexual conduct toward any customer, donor, volunteer, staff member, or child (anyone under 18), and I will follow Habitat's Safeguarding Policy**, which I may ask to see.
- I will not consume alcohol or drugs before or during my shift, **or bring a weapon onto the premises.**
- I will not offer favors, money, or anything else in exchange for hours. I understand that doing so, and theft of any kind, will be reported to the court.

Employee-only areas

- **Volunteers are not permitted behind the register or front counter, in the cash area, or in the office at any time, for any reason.** Volunteers do not handle cash or operate the register.

Personal belongings and phones

- **All personal belongings, including cell phones, must be locked in the volunteer lockers for my entire shift**, except during an approved break. Phones are not carried or used on the floor.
- A lock is provided at no cost on request. Habitat is not responsible for belongings that are not locked up.

Initial one: _____ I have been given a lock.

_____ I decline a lock and accept responsibility for my belongings.

Signing in and out, and breaks

- I will **sign in and sign out with a staff member present** — when I arrive and when I leave. A staff member verifies my hours.
- Breaks: **15 minutes for a 4-hour shift, 30 minutes for an 8-hour shift**, taken on the premises and counted toward my hours. If I leave the premises for any reason or for any length of time, I must sign out with a staff member and sign back in when I return.

Safety and dress

- I will dress appropriately for a place of business and a warehouse: **closed-toed shoes**, no loose clothing or jewelry that can catch, no earbuds.
- I will not operate **forklifts or other motorized equipment** or drive ReStore vehicles, and I will not ride in ReStore vehicles or take part in donation pickups unless assigned by a manager.
- I will report any injury, however minor, to a staff member immediately.

Parking, work areas, and tools

- I will **park in the gravel area**, not in the paved customer lot.
- I will clean the area I have been working in and **return any tools or equipment to their proper place** before I sign out.

Hours and the court

- Habitat verifies the hours I work here. **Reporting my completed hours to the court is my responsibility, not Habitat's.** Hours are credited only for time worked on the premises as described above.

Equal treatment and concerns

- Habitat holds every volunteer to the same rules and treats every volunteer the same, regardless of race, color, ethnicity, national origin, religion, sex, gender identity, sexual orientation, age, disability, veteran status, or the reason for their community service.
- If I have a concern about how I am being treated, I can speak to the **Store Manager**, or contact the **Executive Director, Alan Hill, at (801) 344-8527**. I may also contact Habitat for Humanity International's confidential Ethics & Accountability Line at **1-844-539-2350** or heal.habitat.org.

D. Orientation checklist (staff use)

A staff member reviews each item with the volunteer and checks it off.

- ☐ Sign-in / sign-out and hours verification explained
- ☐ Lockers shown; lock offered
- ☐ Break rule explained
- ☐ Employee-only areas explained
- ☐ Safety and dress rules explained
- ☐ Parking and clean-up explained
- ☐ Code of Conduct reviewed with the volunteer

E. Acknowledgment

I have read, understand, and agree to the Code of Conduct above, and I received the orientation listed in Section D. I will abide by the Code of Conduct. I understand that if I violate it I will be asked to leave and will not be permitted to perform community service hours at Habitat now or in the future.

Volunteer signature (hand signed)	Print name	Date

I completed the orientation in Section D with this volunteer and witnessed the signature above.

Staff signature (hand signed)	Staff name	Date