



UPPER PENINSULA LAND CONSERVANCY

Policy 7B: Volunteers

Standard 7B, 2021 Land Trust Alliance Standards and Practices

Board Approved: April 12, 2022

PURPOSE

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. This policy outlines requirements for accompanying procedures, so that they align with Land Trust Alliance **Standard 7B: Volunteers**

- 1. Provide volunteers with training, supervision and recognition*

INTRODUCTION

Dedicated volunteers are critical year-round to assist with land stewardship, fundraising, special events, and community outreach programs that support UPLC's mission. Each volunteer contributes to the organization as a whole and provides invaluable assistance to staff, public, and land. Benefits of volunteering for the volunteer include: connecting with the conservation community, building skills, and contributing to a better future. In addition, a lively volunteer program can result in increased awareness, engagement and fundraising success for the organization. Working together, the Upper Peninsula Land Conservancy board, staff and volunteers help make the vision of protecting and contributing to the quality of life in Michigan's Upper Peninsula.

DEFINITIONS

Conflict of Interest: *A conflict exists when a covered person (as defined by Policy 4A: Conflicts of Interest) proposes to act on any issue, matter, or transaction in which the Conservancy has an interest, while at the same time, the covered person has or may have an interest separate from the Conservancy. A conflict of interest also exists in situations in which there is an appearance that a covered person is utilizing inside information (as defined below) that is proprietary to the Conservancy for his or her benefit, is acting in his or her own interests rather than the best interests of the Conservancy, has the ability*



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to exercise undue influence over the Conservancy decisions, or is receiving favorable treatment by the Conservancy because of his or her status as a covered person.

Inside Information: *Any material information that is identified as confidential and proprietary, pertaining to the business and affairs of the Conservancy, whether related to a specific transaction or to matters pertaining to the Conservancy's interests, activities and policies.*

Volunteer: *Individuals who perform house of voluntary service without promise, expectation, or receipt of compensation for service rendered*

REFERENCES

Please refer to the 4A Conflict of Interest policy. In addition, please refer to the following supporting documents, [Conflicts of Interest Disclosure Form](#), [Volunteer Waiver and Confidentiality Form](#), [Volunteer Sign-In](#)

POLICY

Summary:

It is the policy of the Upper Peninsula Land Conservancy to provide volunteers with adequate training, supervision and recognition.

Record Management

Recording volunteer hours is necessary to properly recognize volunteers, receive community support and use the time for in-kind service to meet match requirements for grants. Volunteers are required to keep track on a monthly basis of the number of hours spent volunteering by reporting to their staff lead. At volunteer events, volunteers are required to sign-in sheets which will indicate the number of hours volunteered.

Conflict of Interest

A conflict of interest may occur if someone who is part of the organization uses “insider” information or their connections with the organization for their own benefit. It is UPLC policy that the volunteers disclose actual or potential conflicts of interest to the Executive Director. For further information and guidance on mitigating conflicts, please review the full organizational 4A Conflict of Interest policy.

Confidentiality

To maintain our reputation as a trust-worthy organization, it is important that all parties act in the best interest of the organization and respect the confidentiality of privileged information. As a



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volunteer for the Conservancy, individuals may have access to confidential and privileged information and materials. No volunteer is permitted to reveal or disclose this confidential information to anyone outside of the organization and volunteers with access to this type of information will be required to sign a confidentiality agreement prior to being given such access..

Safety and Liability

UPLC aims to provide a safe and healthy environment for all volunteers. Training is an essential component of volunteer success. Every volunteer will have a staff lead who will train and provide the volunteer with appropriate resources, materials, and training guides to successfully complete their volunteer duties. Volunteers of UPLC must review and sign the Volunteer Waiver prior to volunteering with the conservancy. Any accident, injury, or illness should be immediately reported to the staff lead. As always, in the case of an emergency situation, contact 911 immediately.

Every staff member, volunteer, or contractor is entitled to a work environment free of discrimination and harassment. Any behavior that creates or contributes to an intimidating, hostile, or offensive environment will not be tolerated and such conduct will result in disciplinary action including termination. UPLC strictly prohibits sexual harassment and harassment due to race, religious creed, color, national origin, pregnancy, childbirth, sexual orientation, gender identity or presentation, political affiliation, physical or mental disability, medical condition, marital or familial status, age, or any other basis protected or not protected by federal, state or local law or regulation. Such behavior is illegal under both state and federal laws and will not be tolerated.

Youth Safety

UPLC is committed to providing minors (individuals under the age of 18) a safe and healthy volunteer environment. For the protection of minors, volunteers and staff are to follow these policies at all times:

- Volunteers under the age of 18 must have a parent or legal guardian present at all times or be part of a school or civic group
- Volunteer waivers signed by a parent or legal guardian
- Minors are not to use power tools
- Adult staff, board, and volunteers are not to be in one-on-one situations with unrelated minors, including carpools and field settings.

Conduct

Volunteers are expected to follow the rules of conduct. The following are examples of inappropriate conduct which could lead to dismissal include:





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- Theft of inappropriate removal or possession of UPLC property
- Altering UPLC records
- Volunteering under the influence of alcohol or illegal drugs
- Inappropriate use of telephones, computer equipment, or other UPLC owned equipment
- Unauthorized disclosure of UPLC proprietary or confidential information
- Violation of UPLC, federal, state, or local safety and health rules

Reimbursement

Volunteers may be eligible for reimbursement of pre-approved expenses while engaging in volunteer service for UPLC. Upon prior approval of the Executive Director, volunteers must track and submit receipts of purchases for reimbursement.

Diversity, Equity and Inclusion

Diversity, Equity, and Inclusion are core values of UPLC. These values are critical to our mission and we aim to foster a culture where every participant feels valued, supported, and inspired. We welcome volunteers of every race, ethnicity, gender, sexual orientation, gender identity, religion, veteran status, and socioeconomic background.

Volunteer Recognition and Retention

It is imperative that UPLC recognize volunteers on a regular basis. Volunteers can be recognized during bi-annual newsletters, blog posts, and events. Volunteer recognition shall be built into the annual work plans and budget as appropriate. UPLC staff and board members shall always thank volunteers individually. Whether a volunteer contributes a few hours or many years, their time with UPLC is valued and appreciated.

REVISIONS

This policy should be reviewed by the Fundraising & Outreach Committee on a biannual basis. Any amendments must be approved by vote of the Board of Directors and will require a simple majority to be changed.

This policy may be amended or repealed, and new related policies may be adopted, from time to time by the Board of Directors of the Upper Peninsula Land Conservancy (the Board/The Conservancy), except that no change in the policies will affect obligations accepted by the Conservancy for funds or properties donated prior to the change, unless such change is approved in writing by the donor or donors of such properties, interests, or funds.



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The Board may make reasonable exceptions to the policy in particular cases by Board vote with simple majority, and will document the reasons accordingly in the minutes of the meeting where the decision was made and copies will be placed within the appropriate files in accordance with Recordkeeping policies.