
LIVING ISLANDS NON-PROFIT POLICY

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Printed December, 2014

Volunteer Policy

Living Islands Non-Profit

Prepared by
Living Islands Non-Profit
Lake Oswego, Oregon

Living Islands is an educational nonprofit organization serving the community of the Republic of the Marshall Islands. We are dedicated to providing island residents with critical assistance and resources that will enable them to sustainably modernize certain key elements of their societies while simultaneously protecting their prevailing cultures and natural assets. By connecting Marshall Islands residents with educators, scientists, and citizens across the world, we are working to engender an open exchange of ideas and valuable community programs.

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Issued by Living Islands Non-Profit, a not for profit organization registered in Oregon, United States of America.

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USE OF VOLUNTEERS POLICY

It is the policy of Living Islands (Legal Name: Living Islands Non-Profit) to use of unpaid volunteers for much of the work. Living Islands honors the definition of volunteerism as defined by the federal Department of Labor (DOL) Wage and Hour Division.

As a volunteer for Living Islands you have the right to know, and are required to know, the following;

- Your position as an unpaid volunteer will not and cannot replace or augment any paid staff to do the work of the paid staff. You will only be asked to do tasks traditionally reserved for volunteers.
- You are not required or expected to work certain hours. You are specifically not required or expected to work any minimum number of hours.
- You are not required or expected to perform duties involuntarily. All the work you do for Living Islands will only be work you yourself deem appropriate. If you are asked to perform duties that in any way conflicts with your expectations as a volunteer, you are never required, or expected, to perform such duties.
- You are not are not considered an employee of Living Islands, neither expressed nor implied. You are not, in any ways or forms, under any contract to hire by any other person or business, neither expressed nor implied. In addition, you are not entitled to employment with Living Islands at the conclusion of your volunteer arrangement.
- Your volunteer arrangement does not provide compensation or employee benefits of any kind. You will not be paid for work done, services rendered or reimbursed for costs incurred. Only exception to this is reimbursement for costs incurred in agreement with Living Islands. All reimbursable costs must be approved with advance written approval before the costs incurred.
- Living Islands does not provide you with insurance, workers compensation or medical benefits of any kind. Living Islands is not liable for injury sustained or health conditions that may arise for you during the course of this arrangement.
- Your agreement to volunteer for Living Islands can be terminate by you or by Living Islands at any time. At the time of termination, you are responsible for the prompt return of all equipment, keys, access cards, and other material belonging to Living Islands.

Any complaint or questions regarding these rules should be brought to the employee relations coordinator, who can be reached at (971-533-4241).

If a volunteer is dissatisfied with managements response to his/her complaint, he/she may contact the Oregon Bureau of Labor and Industries, 800 NE Oregon Street, Ste 1045, Portland, OR 97232, Phone: (971) 673-0824, Email: bolita@boli.state.or.us

THIS NOTICE IS TO BE POSTED IN
ALL LIVING ISLANDS OFFICES AND LOCATIONS

