



Volunteer Checklist

Complete the following:

- Online Application
- Voluntary Activity Agreement Form
- Memo of Approval
- Background Check Authorization
- Review Non-Discrimination and Anti-Harassment Procedure

VOLUNTEER PROGRAM POLICY

It shall be the policy of Horry-Georgetown Technical College to allow Volunteers to serve the College. A Volunteer shall be defined as any person who, of his/her own free will, provides goods or services without any financial gain. All Volunteers must complete the Volunteer Package prior to beginning volunteer services.

VOLUNTEER PROGRAM PROCEDURE

PURPOSE

This procedure outlines steps for consistent use of volunteers at the College.

PROCEDURE

Horry Georgetown Technical College will select, assign and train volunteers without discrimination of race, color, creed, religion, sex, national origin, age, handicap, or veteran's status.

Volunteers will not replace a full time equivalent position; rather they will supplement and compliment faculty/staff to assist in the accomplishment of the goals of the department/College.

Volunteers will not be covered under the State Worker's Compensation Act. As a result, if injured while serving as a volunteer, an individual cannot be compensated or reimbursed for medical expenses through the State Worker's Compensation Fund. The volunteer's personal medical and accident insurance will be the coverage used for all treatment necessitated by any injury or sickness incurred when performing any assigned duty for the College.

Volunteers will not be issued any type of employment agreement. Volunteers must sign a Waiver and Release Statement, Background Check Authorization, and provide emergency contact information. All signed forms must be completed and submitted to Human Resources prior to beginning volunteer services.

The Position Supervisor must notify Human Resources if the College OR the volunteer terminates their services.

It is essential that volunteers portray a favorable image of HGTC. Volunteers are expected to adhere the policies and procedures of the College at all times.



Voluntary Activity Agreement

I agree that I will serve as a Volunteer with Horry-Georgetown Technical College without monetary compensation. In addition, I agree to now and forever waive, release, hold harmless, defend, indemnify, and discharge Horry-Georgetown Technical College, its volunteers, employees, servants, agents, officers, board members, and affiliated members from any and all claims, injuries, causes, actions, liability, demands, losses, legal or equitable, of any kind whatsoever. This includes any loss or damage to property, injury, illness, disease, loss of services, medical bills, charges, or otherwise, including death, which may arise out of or in any way be related to me or my child's participation in this voluntary role occurring inside, on, outside, or off of College property, during transportation to or from participation in this voluntary role, or related activities and for the duration of said activities and transportation, and whether known or unknown, foreseen or unforeseen, including all legal, attorney's, court costs and fees.

As a volunteer with Horry-Georgetown Technical College, you are not covered under the State Workers Compensation Act. As a result, if you are injured while serving as a volunteer, you cannot be compensated or reimbursed for medical expenses incurred through this voluntary role. You may wish to consider securing adequate health and accident insurance to cover yourself while performing your duties as a volunteer with the College.

I recognize that at any time I may be made aware of private information. I understand that any and all information that I obtain, see, observe, hear or become aware of by any means is considered confidential. I further understand that the unauthorized release of such information, whether to parties internal or external to the College, is strictly prohibited.

In signing this assumption of risks, waiver and full release of liability, I acknowledge and warrant that I am the participant or am the parent or legal guardian of the identified minor participant; that I have carefully read this document; that I understand its terms, and that I sign it freely and voluntarily.

I have read and understand this important legal document.

Printed Name of Participant

Supervisor

Signature of Participant (or Parent/Legal Guardian if Minor)

Date

Emergency Contact Name

Emergency Contact Number

Emergency Contact Name

Emergency Contact Number



Applicant Disclosure Statement

In connection with your application with **Horry Georgetown Technical College** and any subsidiary, you may have information requested about you from a consumer reporting agency for "employment purposes" as such term is used within The Fair Credit Reporting Act 15 U.S.C. § 1681. This information may be obtained in the form of consumer reports and/or investigative consumer reports.

These reports may contain information about your character, general reputation, personal characteristics and/or mode of living. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; criminal records checks; public court records checks; driving records checks; employment history verifications; and professional licensing/certification checks. This information may be obtained from private and/or public records sources, including, as appropriate, governmental agencies and courthouses; educational institutions; former employers; or other information sources.

If adverse action is taken from information obtained, in whole or in part, from a consumer report and/or investigative consumer report from a consumer reporting agency, you have the right to receive a copy of the report(s) from the consumer reporting agency. The consumer reporting agency which prepared the consumer report and/or investigative consumer report was S2Verify, LLC. S2Verify, LLC can be contacted at P.O. Box 2597, Roswell, GA 30077 or by phone at (770)649-8282 or by email at compliance@s2verify.com.



Authorization of Background Investigation

I have carefully read, and understand, this Authorization form and further acknowledge receipt of the separate document entitled "A Summary of Your Rights under the Fair Credit Reporting Act" (available at <http://www.S2Verify.com/resources.html> or as a hard copy provided by the HGTC) and the "Applicant Disclosure Statement" and certify that I have read and understand both documents. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports ("Background Reports") prepared by a consumer reporting agency, such as S2Verify, LLC., to HGTC and its designated representatives and agents for the purpose of determining my eligibility for employment, continuing employment, employment retention, promotion, reassignment, volunteering, as an independent contractor for services with the HGTC, or other lawful purposes.

I understand that if HGTC engages in a relationship with me, my consent will apply, and HGTC may obtain Background Reports throughout my relationship with them, if such obtainment is permissible under applicable State law and HGTC policy. I also understand that information contained in my application, or otherwise disclosed by me may be used when ordering the Background Reports and that nothing herein shall be construed as an offer of employment or a guarantee of a relationship with HGTC.

I hereby authorize law enforcement agencies, educational institutions (including public and private schools/universities), information service bureaus, consumer reporting agencies, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other information sources to furnish any, and all, information on me that is requested by the consumer reporting agency.

California Applicants Only: I acknowledge receipt of a copy of California Civil Code 1786.22. Pursuant to Section 1786.22 of the California Civil Code, you may view the file maintained on you by S2Verify during normal business hours. You may also obtain a copy of this file, upon submitting proper identification by appearing at S2Verify's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. S2Verify has trained personnel available to explain your file to you, including any coded information. By signing below, you acknowledge receipt of California Civil Code 1786.22, available at <http://www.S2Verify.com/resources.html>.

New York Applicants Only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law, available at <http://www.S2Verify.com/resources.html>.

California, Minnesota or Oklahoma applicants only:

You may receive a free copy of any consumer report or investigative consumer report obtained on you if you check the box below.

I wish to receive a free copy of the report.

By my signature below, I certify the information I provided on, and in connection with, this form is true, accurate, and complete. I agree that this Authorization form in original, facsimile, photocopy, or electronic (including electronically signed) formats, will be valid for any reports that may be requested by, or on behalf of, Horry Georgetown Technical College.

First Name: _____ Middle Initial _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Date of Birth: _____

Drivers License Number _____ State of Issue _____

Email Address: _____

Signature: _____ Date: _____

Additional State Law Notices

California, Oklahoma and Minnesota: You have the right to receive a copy of your background/investigative report by checking the box on the Authorization of Background Investigation form.

Massachusetts and New Jersey: If we request an investigative background report, you have the right, upon written request, to a copy of the report.

Minnesota and Washington State: If COMPANY requests an investigative background report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from COMPANY a complete and accurate disclosure of the nature and scope of the investigation requested by COMPANY. The COMPANY will provide the disclosure of the nature and scope of the investigation either five days after receiving your request or after requesting the investigative consumer report, whichever is later.

New York Applicants Only: You have the right to request whether the COMPANY requested an investigative consumer report and, if so, the COMPANY will give you the name and address of the report's provider if other than the consumer reporting agency identified above. You have the right to inspect and receive a copy of any investigative consumer report requested by the COMPANY by contacting the consumer reporting agency identified above (or another organization identified by the COMPANY as the provider of an investigative consumer report) directly.

Washington State: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

***Please Note:**

- a) *S2Verify does not provide legal advice. The disclosure and authorization form is provided solely as an example or illustration, and it should be modified and used in accordance with your established business and compliance requirements. Finally, please ensure your legal counsel or compliance officer reviews whatever forms you decide to utilize and or deploy.*
- b) *The Federal Trade Commission has opined that "employment purposes" includes volunteer and independent contractor relationships between companies and individuals.*

PROCEDURE

Number: 3.5.4.1
Related Policy: 3.5.4
Title: Non-Discrimination and Anti-Harassment
Responsibility: Associate Vice President for Human Resources and Employee Relations and the Associate Vice President for Student Affairs

Original Approval Date: 04-17-1996
Last Cabinet Review: 08-19-2015
Last Revision: 08-19-2015

President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Purpose and Commitment

Consistent with the Horry Georgetown Technical College (HGTC) Policy 3.5.4, the College is committed to maintaining a work and educational environment that is free from all forms of discrimination and harassment. To this end, the College prohibits all forms of discrimination and harassment, including sexual harassment and abuse, with respect to employment or access to or enjoyment of any educational benefit.

II. Definitions

- A. Discrimination** includes unjust or prejudicial treatment of persons based upon a person's sex, color, race, religion, national origin, age, disability, genetic information or other protected status which affects a person's working or learning environment.
- B. Harassment** includes unwelcome conduct, whether verbal, physical or visual, that is based upon a person's sex, color, race, religion, national origin, age, disability, genetic information or other protected status. The College will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating or hostile learning or work environment.
- C. Sexual harassment** is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access to or enjoyment of an educational benefit; or
- 2) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual's employment, academic standing, or other decisions regarding educational benefits; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, professional or academic performance, or other educational benefit or creates an intimidating, hostile, or offensive working, learning or social environment.

Sexual harassment can take many forms. It can be committed by both men or women and occur between members of the opposite sex or between members of the same sex. Examples include, but are not limited to, the following:

- 1) engaging in intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body;
- 2) offering or implying an employment-related reward or an education-related reward in exchange for sexual favors or submission to sexual conduct;
- 3) threatening or taking a negative employment action or negative educational action or intentionally making the individual's job or academic work more difficult because sexual conduct is rejected;
- 4) using or displaying in the classroom or workplace sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification;
- 5) making unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience; conduct.

III. Rights And Responsibilities

All employees are responsible for helping to eliminate discrimination and/or harassment. If any employee believes that he/she experienced or witnessed discrimination and/or harassment, the employee should notify his/her supervisor, a human resources representative, or any other College official. Pursuant to the policy of the College, any employee who believes that he/she is the victim of discrimination and/or harassment shall have the right to seek an investigation or to file a complaint in accordance with policy 3.5.4.

IV. Investigation Procedure

Discrimination and/or harassment complaints should be investigated as promptly and thoroughly as possible. A human resource representative will normally conduct the investigation, but in certain circumstances, another impartial investigator may be designated.

If the investigation reveals that the complaint is valid and that discrimination and/or harassment has occurred, the College will take immediate appropriate action to stop the discrimination and/or harassment and prevent it from occurring in the future. Persons found to be in violation of the Non-Discrimination and Anti-Harassment Policy will be subject to immediate appropriate disciplinary action proportionate to the seriousness of the offense.

V. Retaliation

Horry-Georgetown Technical College strictly prohibits retaliation against any victim or witness who has reported discrimination and/or harassment in good faith or otherwise participated in an investigation of discrimination and/or harassment.

No individual involved in the complaint process shall suffer retaliation because of their filing of or participation in the complaint process. The College's employee disciplinary procedures will be used to address any case of alleged retaliation.

VI. Confidentiality

The College wishes to create a safe environment in which individuals are unafraid to discuss concerns. Therefore, the College will always maintain confidentiality to the fullest extent possible. However, confidentiality of the allegation and identity of the complainant cannot be guaranteed because the College must also consider fairness to the individual accused, as well as, the safety and welfare of all members of the College community. These considerations may require the College to disclose the allegation to and identity of the complainant to the accused and to other College officials.

VII. Education

The College has the responsibility to conduct periodic training for employees and supervisor on all aspects of the non-discrimination and anti-harassment policy and procedures.

VIII. Support Process

While reporting such incidents of harassment may be a difficult personal experience, the College strongly encourages a student and/or employee who feels he/she has been a victim of harassment to utilize available counseling services.

In addition, the Employee Assistance Program provides confidential counseling services, and employees wishing to discuss, confidentially, an incident of possible harassment are