

## Volunteers

Audubon's volunteers are an essential element to the success of our mission. Volunteers supplement Audubon's workforce, extend our reach into the community and provide us with a wealth of knowledge, experience, and financial support. Audubon fully supports the extensive use of volunteers across the organization to benefit Audubon's conservation efforts.

### Volunteer Requirements

Consistent with the Fair Labor Standards Act, nonemployees may volunteer their services, without pay, so long as they meet the following conditions:

- The volunteer's services are offered freely, without pressure or coercion;
- The volunteer understands that he or she will not be paid;
- The volunteer does not displace a paid employee;
- The volunteer's hours average less than a full-time occupation; and
- The volunteer's efforts primarily benefit the community, not Audubon.

We believe that virtually any work a volunteer does at an Audubon community-based Center or Sanctuary, even sporadic office work, as well as fieldwork involving citizen science or hands-on restoration, benefits the local community. Conversely, there are fewer volunteer opportunities at purely administrative locations because the work in those areas generally primarily benefits Audubon and is the type of work usually performed by a paid employee.

### Volunteer Screening

Audubon has adopted a criminal background check policy to help protect the welfare of Audubon's staff, volunteers and visitors, and to help maintain security for Audubon's property.

### Covered Individuals

Audubon will perform criminal background checks on the following *covered individuals* – i.e., individuals who are 18 years or older and who are:

- seeking to undertake assignments at Audubon Centers or at Audubon office locations on a regular ongoing basis as a volunteer;<sup>1</sup>
- seeking to work with children as a volunteer

Program Directors who are unsure as to whether a particular volunteer or independent contractor is subject to a background check must contact Human Resources for a determination.

### Background Check Process

Any *covered individual* seeking to work or volunteer with Audubon must sign a disclosure authorization, which describes the nature and scope of the background check and the period covered. As a general matter, the background check will consist of investigations into federal, state, and local criminal history records by an outside agency chosen by Audubon, in compliance with the Fair Credit Reporting Act (the FCRA) and other applicable laws. Any *covered individual* who refuses to sign the required disclosure authorization will not be allowed to begin work for Audubon.

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<sup>1</sup> Volunteers who participate in a single event, program or activity, generally for no more than one day, and who are supervised by an Audubon employee or volunteer who has undergone a criminal background check are not subject to this background check policy. This policy does not apply to independent contractors who do not work with children.

Unless the report from a criminal background check states that the *covered individual* is cleared to start, the result must be reviewed by Human Resources who will determine, in its sole discretion and consistent with applicable laws, whether or not to allow a candidate to volunteer for Audubon.

### **Compliance**

If you have any questions about this policy, you should contact HR.