

## THE NEARLY NEW SHOP VOLUNTEER APPLICATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone# \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Any Special Accommodations: (Standing, sitting, mobility, etc.)

\_\_\_\_\_

\_\_\_\_\_

Full time Resident: Y \_\_\_\_\_ NO \_\_\_\_\_

What months are you available to volunteer if part-time resident?

\_\_\_\_\_

Retail Background: Y \_\_\_\_\_ NO \_\_\_\_\_

Other work experience that you'd like to share: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Talents, Skills, Hobbies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day(s) of the week you would be interested in volunteering: (Minimum of 4 hrs.)

Monday \_\_\_\_\_ Wednesday \_\_\_\_\_

Tuesday \_\_\_\_\_ Friday \_\_\_\_\_

Sale Day - Wednesday 7:45 – 12 Noon \_\_\_\_\_ Sale Day – Saturday 7:45 – 12 Noon \_\_\_\_\_

Comments or Questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you so much for considering joining the family of Nearly New Volunteers. We appreciate your interest and time.

Dee Kelly, Interfaith Social Action Council (ISAC), President - 813 – 642 - 9099

**INTERFAITH SOCIAL ACTION COUNCIL OF SUN CITY CENTER, INC.  
HOSTILE WORK ENVIRONMENT POLICY**

*A Hostile Work Environment* is one where people cannot do their best employment/volunteer work or be their most productive due to conditions in their workplace. That is, the workplace is hostile to their natural humanity. *A Hostile Work Environment* does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates moral, and that, therefore interferes with work or volunteer effectiveness. The *National Whistleblower Act* provides all employees/volunteers with confidentiality of name and form of allegation submitted to a manager or supervisor.

**This policy is meant to cover all and any actions of all Interfaith Social Action Council Members and all Nearly New Shop Volunteers.**

Hostility consists of:

- Verbal or sexual abuse against any person for whatever reason
- Angry interchanges between people over political or territorial boundaries
- One-up-man ship and excessive competition
- Power plays and challenges issued over imagined threats to a person's authority
- Attempts to squash a person's ability to be creative and do their work in a way that is most productive for the individual and the organization.
- Enforcement of ineffective or unreasonable rules for the sole purpose of exerting power over others or to impede progress.

**PROHIBITED CONDUCT**

**Harassment:** The Interfaith Social Action Council strictly forbids harassment of any employee/volunteer on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or disability.

**Retaliation:** The Interfaith Social Action Council will not tolerate any form of retaliation directed against a volunteer who either complains about harassment or who participates in any investigation concerning harassment.

**POLICY VIOLATION**

**Engaging in Harassment:** Any employee/volunteer who engages in conduct determined to be harassment or who encourages such conduct by others, shall be subjected to corrective action, which may include discharge from volunteer status.

**Allowing Harassment to Continue:** Manager and or supervisors who allow workplace harassment to continue or fail to take appropriate corrective action upon becoming aware of the harassment may be considered a party to the offense, even though they may not have engaged in such behavior.

**Failure to Respond:** Managers and or supervisors who allow workplace harassment to continue or who fail to take appropriate action shall be subject to disciplinary action, including discharge.

Any complaint about a volunteer coming under this Hostile Work Environment Policy must be in writing, signed, dated, and presented to an officer of the Interfaith Social Action Council of Sun City Center, Inc. for appropriate action to be taken by the Interfaith Social Action Council Board within 30 days of receipt of complaint.

\_\_\_\_\_  
Accepted By (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Department