



Beacon House Interfaith Society
470 Cobequid Road, Lower Sackville, NS
Telephone: Food Bank 864-3025, Retail 864-0547

EMPLOYEE/VOLUNTEER AGREEMENT

As an Employee/Volunteer, I understand my role and responsibilities as a valuable part of the work of Beacon House Interfaith Society, and I agree to carry out my responsibilities to the best of my abilities.

As I carry out my duties, I may meet any number of Food Bank/Retail Store Clients or Donors who may wish to remain anonymous. I agree to respect the confidentiality of all Beacon House affairs by not sharing or reporting any information.

I understand that all food collected and purchased by Beacon House is intended for the purpose of meeting the emergency needs of our clients.

I understand that all clothing, furniture and miscellaneous items are intended for sale to the general public. Any monies made are to be used for the purchase of food and/or operational costs. I agree to respect the above, which is the mission of Beacon House. As an Employee/Volunteer, I may buy clothing, furniture and any miscellaneous items for my personal use following the guidelines for Employee/Volunteer purchases or as given permission by the Operations Manager in my area.

As a result of breaking these ground rules, I will be invited to resign/terminate my Employment or Volunteer work with Beacon House.

To comply with the Privacy Act, I hereby give permission to collect personal information for internal use only. This includes employee and volunteer application form information.

I have read and understand my rights and responsibilities as an Employee/Volunteer and agree to participate in the work of Beacon House in the spirit of these rights and responsibilities.

Date: _____

Employee/Volunteer Name (please print): _____

Employee/Volunteer Signature: _____

Signature of Witness: _____

For office use only:

Date interviewed: _____

Start Date: _____

Manager's Signature: _____