

NAME _____

DATE _____

Borough of Glen Ridge
Review of Rights and Duties of a Volunteer in Local Government

- Has the undersigned supervisor provided you with the Borough of Glen Ridge No Tolerance Policy Video? ☐ Yes ☐ No
- Do you have a comprehensive understanding of the information contained in the Department's No Tolerance Policy Video? ☐ Yes ☐ No
- Do you understand the types of conduct that are prohibited under the Department's No Tolerance Policy? ☐ Yes ☐ No
- At any time during this evaluation period have you been the victim of Harassment while volunteering under the Borough of Glen Ridge No Tolerance Policy?
 ☐ Yes ☐ No
- Do you know of any volunteer during this evaluation period that has been the victim of Harassment under the Borough of Glen Ridge No Tolerance Policy?
 ☐ Yes ☐ No
- Are you familiar with the following set of responsibilities applicable to all volunteers, which were designed to assist in the prevention of Harassment?
 - Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
 - Informing co-workers or supervisors in no uncertain terms that specified conduct is offensive and unwelcome.
 - Immediately reporting any acts of harassment to a supervisor.
 - Encouraging any employee, who confides that he or she is being harassed, to report those acts to a supervisor.☐ Yes ☐ No
- Are you aware that all volunteers are required to take the necessary action to immediately stop any actual or perceived harassment and any volunteer that fails to do so may be subject to disciplinary action?
☐ Yes ☐ No
- Is there any part of the Borough of Glen Ridge No Tolerance Policy that is unclear to you or that you would like to have explained in greater detail?
 ☐ Yes ☐ No

Volunteer _____ Date _____

Reviewing Supervisor _____ Date _____