

Professional Reference

Applicant's Name: _____

PLEASE PRINT CLEARLY

Child Protection:

The YMCA is fully committed to safeguarding the welfare of all children and young people in its care. It recognizes its responsibility to promote safe practices and to protect children and young people/ vulnerable adults from harm, abuse and exploitation.

This position will involve working with, have regular contact with, or be in an area where there are children, young people and vulnerable adults. In your opinion, is there any reason that the above noted applicant should **not** be working with or around children, young people or vulnerable adults?

No

Yes

If Yes, Please explain:

Reference (please explain in the space below why you would refer the applicant to become a YMCA volunteer):

Recommendation:

My signature below indicates that the above noted applicant would be a suitable candidate for the Youth Volunteer

Name of Reference (Print): _____

Signature of Reference: _____

Phone: _____ **E-Mail:** _____

Relationship: _____

(Professional reference must not be family or friends)

Professional Reference

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Confidentiality Agreement

This Confidentiality Agreement (“Agreement”) is entered into on _____, by and between the
 (Date)
 YMCA of Greater Saint John Inc. and _____ (thereafter known as “Volunteer”).
 (Print Employee/Volunteer Name)
 *Signature Also Required Below

1. **“Confidential Information.”** For purposes of this Agreement, Confidential Information shall mean all strategic and development plans; financial conditions; business plans; co-developer identities; data; business records; donor/customer lists; project records; market reports; employee lists; and business manuals, policies and procedures; information relating to processes or theory; and all other information made available to the Employee/Volunteer.

2. **Non-Disclosure Obligation.** Employee promises and agrees to receive and hold the Confidential Information in confidence. Without limiting the generality of the foregoing, Employee further promises and agrees:
 - To protect and safeguard the Confidential Information against unauthorized use, publication or disclosure.
 - Not to use any of the Confidential Information except for the business purposes.
 - Not to – directly or indirectly – in any way, reveal, report, publish, disclose, transfer or otherwise use any of the Confidential Information except as specifically authorized by the YMCA of Greater Saint John Inc. in accordance with this Confidentiality Agreement.
 - To restrict access to the Confidential Information to those YMCA of Greater Saint John Inc. officers, directors and employees who clearly need such access to carry out the business purposes.
 - Not to make any use, publish or otherwise disclose to others, or permit others to use for their benefit or to the detriment of the YMCA of Greater Saint John Inc. any of the Confidential Information.
 - To comply with any other reasonable security measures requested in writing by the YMCA of Greater Saint John Inc.

3. **Exceptions:** The confidentiality obligations hereunder shall not apply to Confidential Information which: is, or later becomes, public knowledge other than by a breach of the provisions of this Agreement; is in the possession of the Employee/Volunteer, as evidenced by written records; or is independently received by the Employee/Volunteer from a third party, with no restrictions on disclosure.

4. **Return of Confidential Information.** The Employee/Volunteer agrees, upon termination of the relationship or upon the written request of the YMCA of Greater Saint John Inc., whichever is earlier, to promptly deliver to the YMCA of Greater Saint John Inc. all records, notes and other written, printed or tangible materials in the possession of the Employee/Volunteer, pertaining to the Confidential Information.

Company: YMCA of Greater Saint John Inc.

Employee/Volunteer: _____

Date: _____

***Signature Required**

Company Representative: _____

Date: _____

Representative Position: _____



CONFLICT OF INTEREST GUIDELINES

INTRODUCTION:

1. The Guidelines on Conflict of Interest described below are effective immediately and apply to all employees of the YMCA of Greater Saint John Inc. (the "YMCA") and; members of the Board of Directors of the YMCA (Employee/Volunteers).

2. For the purpose of these Guidelines "Employee/Volunteer" means:

Any person who is an employee, or has a Personal Services Contract with the YMCA of Greater Saint John or is a member of the YMCA's Board of Directors, or a corporation in which one or more of such persons has a material interest and who supplies goods and services to the YMCA.

OBJECT:

To establish rules of conduct respecting Conflict of Interest, so that the integrity of the YMCA is conserved at all times especially in the area of the administration of government grants and contributions.

PRINCIPLES AND COMPLIANCE:

Employee/Volunteers are responsible for taking such action as is necessary to prevent real, potential or perceived conflicts of interest. More specifically:

1. Employee/Volunteers should not have private interests that would be affected particularly or significantly by the YMCA's actions in which they participate or disclose if they do have;
2. Employee/Volunteers shall not assist entities or persons in their dealings with the YMCA where this would result in preferential treatment to any person or corporation.
3. Employee/Volunteers shall not directly or indirectly use, or allow the use of, YMCA property for anything other than officially approved activities.
4. Employee/Volunteers shall not knowingly take advantage of, or benefit from, information that is obtained in the course of their official duties and responsibilities with the YMCA and that is not generally available to the public.
5. Employee/Volunteers must not accord preferential treatment in relation to any official matter to family members or friends, or to organizations in which the Employee/Volunteer, family members or friends have an interest. Care must be taken to avoid being placed, or appearing to be placed, under obligation to any person or organization that might profit from special consideration by the Employee/Volunteer.
6. Employee/Volunteers should not accept, directly or indirectly, any gifts, hospitality or other benefits that could influence, or be perceived to influence, Employee/Volunteers in their judgement and performance of official duties as per described within their job/volunteer description;
7. Employee/Volunteers shall not allow themselves to be influenced in the pursuit of their official duties and responsibilities by plans for, or offers of, outside employment. Employee /Volunteers must disclose all offers of employment that could place the employee in a conflict of interest situation; and disclose immediately the acceptance of such offers.
8. Employee must not engage in outside employment or other activities if such employment or activities place on them demands inconsistent with their official duties and responsibilities or call into question their capacity to perform their official duties and responsibilities objectively and efficiently;
9. Volunteers must acknowledge any outside employment or other activities if such employment or activities place on them demands inconsistent with their official duties and responsibilities or call into question their capacity to perform their official duties and responsibilities objectively and efficiently as defined within their volunteer contract and commitment;

Over.....

10. Employee/Volunteers shall not act, after they terminate their relationship with the YMCA, in such a manner as to take improper advantage of their previous office.
11. Employee/Volunteers shall turn over to the YMCA any honoraria or consulting fees received when such payments flow from the Employee/Volunteer's official role with the YMCA.

DISCLOSURE AND CLARIFICATION:

If a Board Member feels that a conflict of interest is unavoidable, disclosure must be made immediately to the Chairperson and the Executive Committee of the Board of Directors.

If a situation arises, where an Employee/Volunteer is not sure whether there is in fact a conflict of interest, he or she should seek clarification from the CEO and/or the Chairperson of Board of Directors of the YMCA.

FAILURE TO COMPLY:

An Employee/Volunteer who does not comply with the above guidelines is subject to appropriate disciplinary action up to and including termination.

CERTIFICATION:

All Employee/Volunteers must sign this document annually, certifying that they have read and understood these guidelines and that, as a condition of employment or of volunteering, they will observe them.

Employee/ Volunteer

Name: _____ Date: _____

Signature: _____

Position: _____ Employee: _____ Volunteer: _____

Disclosure: _____



Volunteer Agreement

I _____, understand that prior to commencing and during any volunteer work within YMCA of Greater Saint John:

- I am required to provide the YMCA of Greater Saint John with a current Criminal Reference Check. Reference checks should not be dated more/older than 6 months from the application date.
- The YMCA of Greater Saint John will contact references provided in this application form.
- I am required to provide the YMCA of Greater Saint John with any required certifications for the role. I am required to keep any mandatory certifications for my role up to date.
- I received a Volunteer Handbook, which includes general information about the role, expectations and benefits of volunteering at the YMCA of Greater Saint John. I agree to read the Volunteer Handbook and Volunteer Code of Conduct and follow the policies and procedures of the YMCA of Greater Saint John.
- I will receive a detailed job description of my responsibilities and expectations, in which I will be held accountable. If I am unable to, or experience any difficulties performing the required duties, I will meet with the supervisor to discuss concerns or a relocation of placement.
- I am required to participate in specific training requirements and communicate any availability changes.
- I will return my YMCA name tag and any YMCA uniform I am provided upon completion of my volunteer opportunity.
- I give permission for the YMCA of Greater Saint John to use any photo of myself, individually or in a group, at an Association-related activity for the purpose of public relations (publication in print and electronic media)

Yes No

Volunteer Signature: _____

Date: _____

Youth Volunteer Consent

YMCA of Greater Saint John recognizes the value of youth performing volunteer work in our community. It is the policy of the YMCA of Greater Saint John that all youth volunteering less than 18 years of age, have signed consent by a parent or guardian agreeing all requirements of a volunteer placement prior to beginning their volunteer duties.

I, the undersigned, give parental or guardianship consent to the above named volunteer in this application for them to perform volunteer work if successful in this role and consent to all requirements of a volunteer placement with the YMCA of Greater Saint John including consent to use any photo of the above named volunteer in this application, individually or in a group, at and association related activity for the purpose of public relations (publication in print and electronic media).

Parent/Guardian Signature: _____

Date: _____

