**Recycle Hawaii Volunteer Application**

Recycle Hawaii (RH) is an island-wide organization dedicated to bringing together businesses, government entities, NGOs, community groups, schools and individuals to educate and advance waste reduction, reuse, recycling and composting on Hawaii Island. Our NGO aims to increase awareness, provide education and disseminate sustainable innovations to grow conscientious change among island residents for a more sustainable Hawaii.

RH encourages the participation of volunteers who support our mission. If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to complete this short application. The info on this form will be kept confidential and will help us find the most satisfying and appropriate opportunity for you!

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Legal Guardian (required if volunteer is under 18)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Land line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email of Parent/Legal Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What special talents or skills do you have that you feel would benefit Recycle Hawaii?

Interests: Please tell us which areas you are interested in volunteering for Recycle Hawaii.

\_\_\_\_\_Events/festivals \_\_\_\_\_Award reboot and assistance

\_\_\_\_\_School classroom programs \_\_\_\_\_Computer program/database set-up

\_\_\_\_\_Fundraising \_\_\_\_\_Photo-Journalist

\_\_\_\_\_Road/park/place clean-ups \_\_\_\_\_Conducting 3R-related workshops

\_\_\_\_\_Web site/blogging \_\_\_\_\_Membership/Sponsorship assistance

\_\_\_\_\_Grant writing \_\_\_\_\_Community liaison assistance

\_\_\_\_\_Volunteer recognition \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the days you available: Mon Tues Wed Thur Fri Sat Sun

Times you are available: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any physical limitations we should be aware of? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of emergency who do we contact? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*As a volunteer of RH, I agree to abide by its the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its volunteers, Board and affiliates, cannot assume responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for RH. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.*

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

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Conflict of Interest Policy for Recycle Hawaii

It is the policy of Recycle Hawaii (RH) that volunteers avoid, be free from, and disclose any conflict of interest that could adversely influence their judgment, objectivity or loyalty to RH in conducting business activities and assignments. A conflict of interest exists where the interests or benefits of one person or entity conflicts with the best interests or benefits of RH, either directly or indirectly.

RH recognizes that employees may take part in legitimate business, charitable and other activities outside their jobs, but any conflict or potential conflict of interest raised by those activities are required to be disclosed promptly to the ED. Even if there is no actual conflict of interest, but there *may be an appearance of a conflict*, it should be discussed with the ED.

Any situation that is, may be, or has the appearance of a conflict of interest, is required to be disclosed by the ED promptly to the RH Executive Committee *prior* to engaging in the activity.

The general rule of thumb is when in doubt, disclosure is the best way out.

Some of the most common examples of situations that may cause a conflict of interest are listed below.

**Examples of Actions that Violate RH’s Conflict of Interest Policy**

* Working with a business outside your employment responsibilities that is in competition with any RH business activities.
* Having outside employment or other endeavors which imply RH is sponsoring or endorsing the activity.
* Having a direct or indirect financial interest in; or, a financial relationship with a competitor, supplier or customer of the company.
* Using company time, equipment or materials to conduct another employment activity.
* Taking part in any RH business decision involving a company that employees your spouse or family member.
* Having a second job where your other employer is a direct/indirect competitor, distributor, supplier or customer of RH.
* Using the RH name, its equipment, or customer information for personal gain.
* Representing yourself as an agent of RH during the course of any outside employment. This does not prohibit employees from identifying themselves as employees on social media or professional sites.
* Having a second job or consulting relationship that affects your ability to satisfactorily perform your RH job assignments.
* Giving or offering personal gifts, services, favors or other items of value to employees of other organizations to gain a favorable RH business decision.
* Accepting personal gifts, services, favors, entertainment or other items of value from a customer, vendor, or potential vendor, or anyone else in exchange for special treatment by RH.
* Receiving personal discounts or other benefits from suppliers, service providers, or customers that are not also known and publically available to all other RH employees (i.e. credit card sponsored benefits, perk programs, membership discounts at stores, etc.)
* Investing in an outside business opportunity in which RH has an interest.
* Receiving personal honoraria for services you perform that are closely related to your work at RH. The ED/Executive Committee should approve occasional honoraria, such as for a university presentation or symposium.
* Having a romantic relationship with certain other employees where there is an immediate reporting relationship between the employees.
* Having a romantic relationship where there is no immediate reporting relationship between the employees; but, where a romantic relationship could cause others to lose confidence in the judgment or objectivity of either employee, or the relationship could cause embarrassment to RH.
* Engaging in an activity prohibited for employees, that is performed on their behalf, either directly or indirectly, by a family member or others with whom they have a personal relationship.
* Profiting from confidential or insider RH information by passing the information on to others to enable them to profit from the information.
* Misusing confidential/non-public information in any way for personal gain.
* Diverting business opportunities aimed for RH for your own personal gain.

It is impractical to attempt to list all possible conflict of interest situations and it is possible that other such situations, which are not listed above, may arise. All such situations, where there are questions or doubts, may be brought to the ED or the Executive Committee for an appropriate decision. Failure to adhere to the RH Conflict of Interest Policy in any way, may result in immediate dismissal and possibly legal action.

**Guidelines to Help You Stay Within RH’s Conflict of Interest Policy**

* Request ED or Executive Committee approval of outside activities, financial interests or relationships that may pose a real, potential or imagined conflict of interest. Remember that approval is subject to ongoing review, so please periodically update your involvement.
* Avoid personal relationships with other RH employees where parties in the relationship may receive or give unfair advantage or preferential treatment because of the relationship.
* Avoid actions or relationships that might conflict or even appear to conflict with your job responsibilities or the interests of RH.
* Refuse politely gifts, services, discounts or other benefits from RH suppliers, vendors, competitors or other entities that are not known and readily available to all other RH employees.
* Obtain necessary approvals before accepting any position as an officer or director of an outside business concern.
* Advise the ED/Executive Committee prior to serving on the Board of Directors of a charitable, educational or other NGO, of your intentions to do so.

I have read, understood and will abide by RH’s *Conflict of Interest Policy.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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