



**VOLUNTEER HANDBOOK AND MUSEUM’S POLICIES ACCESSIBLTY AND ACKNOWLEDGEMENT**

By signing below you are confirming that you have accessed the documents listed below via hard copy or electronically:

1. Hillwood Estate, Museum & Gardens Volunteer Handbook effective March 2019
2. Hillwood Estate, Museum & Gardens Operational Supplement effective January 2019
3. Hillwood Estate, Museum & Gardens Handbook of Ethics for Trustees, Staff Members, & Volunteers effective June 1, 2015
4. Hillwood Estate, Museum & Gardens Political Participation & Lobbying Policy effective June 1, 2015
5. Hillwood Estate, Museum & Gardens Whistleblower Policy effective June 1, 2015

As a participant in the volunteer program of Hillwood Estate, Museum & Gardens, you are also acknowledging and/or agreeing to the following:

1. That you have received, read, and understand the Hillwood Estate, Museum & Gardens Volunteer Handbook & Operational Supplement, the Handbook of Ethics and the other policies listed on this page and understand, and will operate under and abide by the policies and standards outlined therein;
2. That you understand the handbook and policies listed on this page contain important information about Hillwood, and that you have consulted with the Human Resources Department regarding questions not answered in the handbook or policies or things in the handbook or policies that you may not understand prior to signing this acknowledgement form;
3. That your intent is to render your services to Hillwood voluntarily. You understand that you will not be compensated for these services and you do not expect to be compensated for services performed on behalf of Hillwood.

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

In accordance with Hillwood Estate, Museum & Gardens Handbook of Ethics for Trustees, Staff Members, and Volunteers, revised and adopted by the Board of Trustees on June 1, 2015, Staff, by signing below, you certify that:

You have the following financial interest(s) and other interest(s) or relationships that could be construed as placing you in a position of having a Conflict of Interest with Hillwood Estate, Museum & Gardens (if none, so state):

\_\_\_\_\_

You hold alternate employment (Please identify the company, days/hours of work and the nature of the work; if none, so state):

\_\_\_\_\_

In addition you attest that should any future situation where a possible conflict of interest may arise, or a change occurs in your alternate employment status, that you will disclose it promptly to a member of the Human Resources staff; and you understand that your response(s) will be treated confidentially.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_