

# UNIVERSITY OF CALIFORNIA

## Agriculture and Natural Resources



### Administrative Policies

[UC 4-H Youth Development Program](#)

[UC Master Gardener Program](#)

[UC Master Food Preserver Program](#)

### Thank you!

Thank you for volunteering with the University of California, Agricultural and Natural Resources (UC ANR). Volunteers help programs such as UC 4-H, UC Master Gardener, UC Master Food Preserver, and Nutrition Education reach more people. Thanks for helping the people in your community!

This information is in addition to the materials you have been given during and after the volunteer appointment process. If you have any questions, please contact the county employee who coordinates the program that you volunteer for. You can also contact the Cooperative Extension County Director. You can contact the UC ANR Affirmative Action Office with questions at 530.750.1286.

### Volunteering in UC ANR

UC ANR volunteers are appointed one year at a time. All volunteers must complete the application, enrollment, and program training requirements in order to be appointed.

You should receive training to explain UC ANR policies and procedures. You must follow UC ANR policies and procedures with special attention to nondiscrimination, harassment and matters of law and UC ANR policy.

Individual programs may have additional policies and training requirements. If you have questions about UC ANR policy or training, ask the employee who coordinates the program in your county or the Cooperative Extension County Director.



### UC ANR offers Appointed volunteers:

- ✿ General Liability Insurance
- ✿ Representation in legal matters for things you do while acting in your appointed volunteer role
- ✿ Secondary automobile insurance if you drive while acting in your approved volunteer role.

More information on insurance is available on the [UC ANR Risk website](#).



## UC ANR Nondiscrimination Policy

UC ANR is committed to making sure that all of its programs benefit the public. Programs are available to everyone without regard to race, gender, national origin, religion, or sexual orientation. Volunteers are required to follow the UC ANR Nondiscrimination policy. [Click for the full nondiscrimination statement for UC ANR program practices.](#) The USDA requires that UC ANR maintain records to show that programs using federal funds do not discriminate.



## Child Abuse & Neglect Reporting Act (CANRA)

While you are acting in your appointed volunteer role, if you see or suspect child abuse or neglect, you must report it to a UC ANR employee. UC ANR employees are Mandated Reporters. They must report child abuse or neglect to local law enforcement or child protective services. They must also report to UC ANR officials. See the [UC ANR Child Abuse & Neglect Reporting Act website](#) for full information about reporting requirements.

## Sexual Violence and Sexual Harassment Prevention Policy

As a UC ANR volunteer, please be aware of our Sexual Violence and Sexual Harassment Policies. The University of California is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of sexual violence, sexual harassment, exploitation, or intimidation. Please review the University of California Sexual Violence and Sexual Harassment policy for the definitions of sexual violence and sexual harassment and for details of the policy.

As a volunteer, if you are ever a victim of sexual assault, sexual harassment, dating violence, domestic violence, or stalking, please report it to your Program Advisor or your County Director. You may also report conduct that may constitute sexual violence, sexual harassment, retaliation and other prohibited behavior to the UC ANR Title IX Officer. Please see the [UC ANR Discrimination, Sexual Harassment and Sexual Assault website](#) for more information on how to get help, as well as links to confidential resources.

©2019 University of California Board of Regents.

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>). Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.