



## VOLUNTEERING AT MURRAY STATE UNIVERSITY

My signature below indicates my understanding that participation in any volunteer activity at Murray State University and any of its Colleges, Schools, Departments, Offices or other areas ("MSU") will be in accordance with following.

- 1) I will be a volunteer only and will not be an employee of MSU. My participation in any volunteer activity will be without any payment or consideration, and with no reimbursement for my expenses or payment of wages, employee benefits, or other compensation. I am not entitled to any of the benefits in MSU's *Personnel Policy and Procedures Manual*.
- 2) I will abide by all applicable laws, rules, regulations, policies and requirements of MSU including obligations regarding confidentiality of student and other University records. I will conduct myself in a manner to prevent damage to property and injury to myself and others.
- 3) I understand the requirements, including physical requirements, of any volunteer activity I might engage in and represent that I am able and have all the requisite training and skills to participate in the volunteer activity.
- 4) In consideration of MSU's allowing me to participate in the volunteer activity, I fully and finally release MSU, its Regents, and its employees from any and all liability and damage to or destruction of my property and for any injury, illness, and death to me which might occur during or as a result of, or which might be in any way related to, my participating in the volunteer activity even if any such damage, destruction, injury, illness, or death is due in any part to any negligence, including gross negligence, of MSU, its Regents, or its employees.
- 5) I agree to indemnify and reimburse MSU, and to be responsible to any third party, for any liability, cost, or damages that may be due to or arise out of my conduct.
- 6) I understand that I may leave the volunteer activity at any time. Likewise, MSU has no obligation to allow me to remain as a volunteer.

**I AM EIGHTEEN YEARS OF AGE OR OLDER.**

VOLUNTEER

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Signature

Date

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Printed Name



## Acknowledgement of Sexual Harassment Awareness

I understand that:

- 1) Murray State University has a commitment to investigate and determine all claims or allegations of discrimination in the operations and administration of its programs, services, and employment practices in an effort to have a discrimination/harassment free work environment;
- 2) I have a responsibility not to engage in behaviors that constitute sexual, racial, and/or any other areas of harassment and to report;
- 3) If I feel I am being harassed, I have the obligation to communicate directly to the harasser to cease the behavior or notify my supervisor and contact the Office of Equal Opportunity (270) 809-3155 to report the behavior;
- 4) I have the responsibility to report harassing behaviors if I am aware or made aware of to the Office of Equal Opportunity;
- 5) Further, I acknowledge that I understand the University's policy against retaliation;
- 6) I am aware that Murray State University's Sexual Harassment and Non-Discrimination Policies, as promulgated in the MSU Personnel Policies and Procedures manual, can be obtained from my supervisor or the Office of Equal Opportunity; additionally the Sexual Harassment policy, Non-Discrimination statement, and Grievance Procedures can be found online at:

Sexual Harassment –

<http://www.murraystate.edu/HeaderMenu/Administration/OfficeOfEqualOpportunity/AffirmativeActionSexualHarassmentAndGrievances/SexualHarassmentPolicy.aspx>

Non-Discrimination Statement –

<http://www.murraystate.edu/HeaderMenu/Administration/OfficeOfEqualOpportunity/AffirmativeActionSexualHarassmentAndGrievances/NonDiscriminationStatement.aspx>

Grievance Procedures –

<http://www.murraystate.edu/HeaderMenu/Offices/HumanResources/current/MSUPersonnelPoliciesAndProceduresManual/EqualOpportunityGrievanceProcedure.aspx>

_____	_____	_____
Name Printed	Unit / College / School	Department
_____	_____	_____
Signature	Date	M Number

Please send original with signatures to Human Resources



## Notice Regarding the Murray State University

### Statement of Ethical Principles and Code of Conduct

The Board of Regents has adopted a Statement of Ethical Principles and Code of Conduct (“Statement”) which contains ethical principles and standards of conduct applicable to all employees-the President, faculty, staff and student workers-as they perform their work for MSU. It is also intended to provide guidance for volunteers.

The Statement addresses various topics including discrimination, responsible use of University resources, business dealings with MSU including provisions that employees may not have interests in some University contracts, and conflicts of interest due to personal relationships. It also addresses reporting violations on the Statement, law, and other University policy and for imposing penalties for such violations.

Please read the entire Statement carefully. It may be found on the website of Human Resources at <http://www.murraystate.edu/hr/currentemployees.aspx> under the heading “Resources” and may be accessed from your work computer. Employees/volunteers who do not have immediate access to a work computer must ask their supervisor or Human Resources staff for a copy of the Statement. You may also ask your supervisor or Human Resources staff if you have questions after reviewing this Notice or the Statement.

It is mandatory that all employees/volunteers complete section 1 of the Acknowledgement. In addition, employees/volunteers who do not have immediate access to a work computer must also complete section 2 of the Acknowledgement after receiving a copy of the Statement. After completing the Acknowledgement, please return it to your supervisor.

Keep a copy of this notice for your use. Ask your supervisor if you need assistance making a copy.

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### Acknowledgement

1. I acknowledge that I have received a copy of “Notice Regarding the Murray State University Statement of Ethical Principles and Code of Conduct.”

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Name (please print)

\_\_\_\_\_

M Number

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

2. I do not have immediate access to a work computer and acknowledge I have requested and received a copy of the Statement of Ethical Principles and Code of Conduct.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date