VOLUNTEER POLICY

ABC Resort & Casino (ABC) employees often request to participate in various ABC sponsored activities and events on a volunteer basis. This participation is a positive mode that allows employees to engage in entertainment events focused on the guest, which are often fun filled, extravagant and energizing. Special events/activities may include concerts and other types of performances, charity events, cultural celebrations, special promotions, and other ABC sponsored situations deemed appropriate by ABC management.

In compliance with labor laws that protect employees from unlawful labor practices, ABC diligently adheres to paying employees for all hours worked, including overtime hours. ABC will continue to fulfill these requirements for all ABC employee hours worked, with exception to this volunteer policy and the following volunteer criteria:

**ABC employees may volunteer to assist with ABC special events/activities when:**

* That event/activity is not a primary responsibility or function of their job
* The time volunteered does not interfere with their job schedule/performance
* Volunteer time is not compensated time, including overtime, flex time, or comp time.
* The volunteer must be pre-approved to assist with the special event/activity, and on the event schedule.
* ABC employees who incur an injury while performing volunteer duties, are eligible to file a worker compensation claim.

ACKNOWLEDGEMENT:

By signing this form, I acknowledge understanding of this volunteer policy and agree to abide by the guidelines provided herein. I further acknowledge that ABC has not placed any pressure on my participation and that I freely sign this form. This acknowledgement is good for one year from the date signed, after which a new acknowledgement form must be processed.

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Employee: Printed Name Employee: Signature

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ABC Event/Activity Date(s)

Please forward signed form to Human Resources for entry into Volunteer database file.