



GRID Alternatives
Volunteering and Training
GUIDEBOOK

Welcome to the GRID Alternatives community!

The purpose of this guidebook is to outline opportunities, requirements, safety measures, and conduct expectations for all participants in GRID Alternatives' projects.

Volunteer and training programs are managed regionally. We encourage you to contact the regional office closest to you and learn more. Regional office contact information can be found below and on the website at gridalternatives.org/who-we-are/contact-us.

Bay Area

volunteerba@gridalternatives.org
(510) 731-1310

San Diego

volunteersd@gridalternatives.org
(619) 239-4743

Greater Los Angeles

volunteergla@gridalternatives.org
(310) 735-9762

Central Coast

volunteercc@gridalternatives.org
(805) 351-3344

Central Valley

volunteercv@gridalternatives.org
(559) 261-4743

Colorado

volunteerco@gridalternatives.org
(303) 968 -1326

North Valley

volunteernv@gridalternatives.org
(530) 217-6115

Mid-Atlantic (Washington DC)

volunteerdc@gridalternatives.org
(202) 602-0191

Inland Empire

volunteerie@gridalternatives.org
(951) 471-7043

International

international@gridalternatives.org
(510) 731-1310

General Volunteer Support

volunteersupport@gridalternatives.org

Table of Contents

| | |
|--|----|
| 1. About GRID Alternatives | 4 |
| A. Our Commitment to Equity | 4 |
| 2. Volunteering and Training with GRID | 5 |
| A. Definitions | 5 |
| B. Participant Expectations | 6 |
| C. Anti-Harassment Policy | 7 |
| D. Requirements | 8 |
| E. How to Sign Up | 10 |
| F. Installation Logistics | 11 |
| 3. Safety | 13 |
| A. Site Leadership | 13 |
| B. Personal Protective Equipment (PPE) | 14 |
| C. Heat Illness, Sunburn, and Dehydration Prevention | 14 |
| D. High Heat Procedure | 15 |
| E. Ladders | 15 |
| F. Roofs | 16 |
| G. Electricity | 17 |
| H. Power Tools | 18 |
| I. Site-Specific Hazard Assessment | 18 |
| J. Emergency Response Plan | 18 |
| K. Feedback | 19 |
| 4. GRID Job Training Programs | 20 |
| A. Installation Basics Training Program | 20 |
| B. Team Leader Program | 21 |
| 5. Policies and Waivers | 22 |
| A. Participant Conduct | 22 |
| B. Representation and Use of GRID Alternatives Name and Content | 23 |
| C. Participant Agreement, Assumption of Risk and Release of Liability (U.S.) | 24 |
| D. International Program Release of Liability and Code of Conduct | 27 |

About GRID Alternatives

GRID Alternatives trains and leads teams of community volunteers, students and job trainees to install solar electric systems for low-income communities. Our International Program works alongside communities in Mexico, Nicaragua and Nepal to develop renewable energy projects that create opportunity and leave a lasting impact.

GRID Alternatives is a 501(c)(3) certified non-profit organization that brings together community partners, volunteers and job trainees to implement solar power and energy efficiency for low-income families, providing energy cost savings, valuable hands-on experience, and a source of clean, local energy that benefits us all.

Our Commitment to Equity

Under-resourced communities and communities of color disproportionately bear the burden of environmental injustice and climate change. The voices and leadership of communities on the front lines of these issues are key to creating equitable and lasting solutions.

GRID's vision of a successful transition to clean energy that includes everyone will only be achieved within a framework of social, economic and environmental justice. GRID Alternatives is committed to:

- Advancing an EQUITY agenda both within GRID Alternatives and in the energy industry and policy arenas by examining and addressing systemic inequities; seeking out and amplifying the voices of the communities we serve; and expanding access to solar energy and career and leadership opportunities.
- Creating an INCLUSIVE, welcoming environment on our jobsites, in our workplaces, and board rooms where staff, volunteers, trainees, clients and community representatives are heard, supported, respected, and valued.
- Building a culture of equity and inclusion that supports and fosters DIVERSITY. We aim to reflect the communities we serve at all levels of the organization, especially leadership, and promote these values within the energy industry. Our focus areas for diversity work include, but are not limited to: race, class, gender, sexual orientation, education level, veteran status, disability, and those impacted by the criminal justice system.

Volunteering and Training with GRID

Definitions

Volunteer

A volunteer is anyone who, without compensation or expectation of compensation, provides time and talent to GRID Alternatives through participation in any GRID Activity, as defined below. A volunteer must be officially oriented and registered by GRID Alternatives. Volunteers are not GRID Alternatives employees. We thank all volunteers for the personal investment they make in our organization and its mission. We strive to provide support, supervision, and recognition to our volunteers.

Trainee

Many individuals seek GRID Alternatives support in gaining skills to enter the solar industry and participant in a GRID training program or partnership. We consider these participants to be job trainees. Although job trainees may have different intentions and motivations than our volunteers, our job trainees are also participating voluntarily and are considered anyone who is not a member of GRID's staff who participates in any GRID Activity, as defined below. A job trainee must also be officially oriented and registered by GRID Alternatives. Trainees are not GRID Alternatives employees. We strive to provide support, supervision, and recognition to our trainees and want to hear back from you if you receive a job.

Participant

Participant refers to both volunteers and job trainees together.

Activities

Participants can sign up to participate in a variety of GRID Alternatives' Activities. GRID Activities can include, but are not limited to: solar energy system installations, training programs, community outreach and any use of housing provided or arranged by GRID Alternatives.

Participant Expectations

What participants can expect from GRID Alternatives:

1. Safe and inviting environment to volunteer and train that is free of harassment and discrimination
2. Positive attitude, treatment and recognition as a fellow team member who contributes to GRID Alternatives' goals
3. General spirit of friendliness, cooperation and community building
4. Trustworthiness in handling confidential information
5. Appropriate tasks according to skill, interests, availability, and training under supervision of GRID staff
6. An activity description for assignments other than install projects when appropriate
7. Feedback regarding your work and participation, when necessary
8. Good stewardship of your time
9. Accurate record keeping and documentation of your participation in GRID Activities

What GRID Alternatives expects of participants:

1. Follow all GRID Alternatives safety rules and protocols as outlined in this guidebook, orientation, and construction safety huddles.
2. Follow the behavior conduct conditions outlined in this guidebook.
3. Treat all participants, staff, community members, building residents, and clients with respect.
4. Cooperate with staff, your fellow participants, and community members to create a safe space where people of all backgrounds can work side-by-side with dignity and respect. Know your volunteer and/or training duties and stay on task. Be sure to ask questions if your duties are not clear.
5. Sign in each time you arrive for a GRID Activity.
6. Be on time for any scheduled GRID Activity.
7. If you can no longer attend a GRID Activity you signed up for, inform us as soon as

possible so we can plan accordingly.

8. Provide feedback to help improve GRID Alternatives' work.

9. Keep us in the loop. Let us know if the skills you learned helped you get a job.

Anti-Harassment Policy

GRID Alternatives is firmly committed to providing a positive environment free of discrimination and harassment. Retaliation against any individual who complains of harassment or discrimination is strictly prohibited. Each participant is personally responsible for maintaining such a work environment. GRID Alternatives will not tolerate harassment or discrimination by anyone, including volunteers, trainees, employees, supervisors, managers, or by someone not directly connected to GRID Alternatives (i.e., an outside vendor or client).

GRID Alternatives prohibits any unwelcome conduct, whether verbal, physical, or visual, that is based upon an individual's legally protected status, such as race, color, national origin, ancestry, religion, gender, age, pregnancy, sexual orientation, gender identity, gender expression, disability, genetic information, military service, marital status, veteran status, or any other legally protected status. Any conduct or action, whether overt or subtle, which creates an offensive or hostile environment is prohibited and will be grounds for immediate disciplinary action.

GRID Alternatives prohibits sexual harassment between volunteers, trainees, employees, or other non-employees. No participant, of any gender, should be subjected to unsolicited or unwelcome sexual advances, or visual, verbal or physical conduct of a sexual nature or other conduct that is denigrating or demeaning based on gender. Misconduct applies to all genders, and includes harassment between individuals of both sexes and the same sex.

Working Agreement

GRID Alternatives strives to provide a safe space where people of all backgrounds can work side-by-side with dignity and respect.

Step Up/Step Back – Be aware of the engagement of the team. Allow everyone to participate. If you tend to observe more, challenge yourself to take a more active role.

Honor that mistakes are a part of the learning process.

Practice empathy. Be kind and respectful to multiple points of view.

Any participant who believes he or she has been subjected to any form of discrimination, harassment, or retaliation is encouraged to let the person know that his or her behavior is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the participant. In addition, participants who believe they have been discriminated against or harassed must immediately report the matter to GRID Staff on site or at hr@gridalternatives.org. You can also use our anonymous safety form at gridalternatives.org/safety.

GRID Alternatives is committed to providing a positive experience for our volunteers and trainees. If a volunteer or trainee has a complaint about their experience, they should immediately discuss the matter with GRID Staff. If they are not satisfied with how the complaint is handled, they can go to the Director of the region for which they are participating.

Requirements

Age

Participants must be at least 16 years old to participate with GRID Alternatives. Minors, ages 16 and 17, must have a parent or guardian sign the release and liability waiver form. Participants under 18 cannot participate in construction activities on the roof or that require them to climb a ladder. Participants between the ages of 16-17 are able to operate power tools under direct supervision of GRID staff with signed parent or guardian consent on the release and liability form.

Physical Ability

SOLAR INSTALLATION

Activities on the installation site could include standing for long periods- sometimes on a sloped surface, working with safety harness and safety tether attached, bending, stooping, squatting, kneeling, twisting, working above your shoulders, working with manual and electric hand tools, repetitive motions, lifting up to 50 lbs, carrying up to 50 lbs, working in direct sunlight, working at heights with trip hazards.

Safety is key on site. Safety equipment will be provided and participants must be able to understand and follow the verbal and visual directions of GRID staff members.

Please note, most communication with GRID is done in English and we cannot guarantee translation services or communication in another language.

OTHER GRID ACTIVITIES

Additional GRID Alternatives volunteer and training opportunities (outside of installing) may require walking, standing or sitting for extended periods of time. Having the ability to understand and follow directions of GRID staff members and also being able to communicate verbally with a diverse range of people. Please note, most communication with GRID is done in English and we cannot guarantee translation services or communication in another language. However, there may also be volunteer opportunities that involve a need for volunteers that speak another language. These volunteer opportunity listings will include details regarding language needs.

Dress Code

Dress requirements will vary depending on the region and type of activity. General guidelines for installation wear can be found below, but it is always a good idea to check with your regional office staff before attending any GRID activity if there are special requirements or considerations.

ROOF DRESS CODE

Wear sturdy closed-toed shoes. Rubber sole work boots and athletic shoes are best options for roof installations. Hard sole work boots tend to put wear and tear on the roof. Wear clothes that you don't mind getting dirty from roof sealant, etc. Wear pants or knee pads for comfort when kneeling or working on roofs. Wear sunscreen and a light-colored long sleeve shirt for sun protection. No tank tops please. We recommend layers for comfort throughout the day.

GROUND MOUNT DRESS CODE

Hard sole work boots and a long sleeve shirt are required when working on a ground mount system. We suggest you wear clothes that you don't mind getting dirty. Wear sunscreen and a light colored long sleeve shirt for sun protection. No tank tops, short-shorts, or yoga pants please. We recommend layers for comfort throughout the day.

Liability Waiver and Sign In Sheet

The liability waiver is signed by all participants through the GRID portal or on a paper version submitted to GRID Staff prior to signing up for a GRID Activity. The waiver language has been provided in this manual for your reference on page 24. There is also a sign in sheet to mark attendance at every GRID Activity which must be signed by every participant on site.

How to Sign Up

Sign up to participate in the U.S.

1. **Sign Up:** Fill out the short online registration form at gridalternatives.org/volunteer/application. You will receive a confirmation email with a link to the GRID portal. If you do not have access to the internet please contact your regional office (contact information for each regional office located on page 2 of this guidebook).
2. **Create a login:** We'll email you a link to the GRID Portal. Click it to create a login.
3. **Attend an orientation:** Visit the opportunities calendar to select an orientation to attend, online or in person, in your region.
4. **Sign up for an opportunity:** Sign up for volunteer and/or training opportunities in your region through the opportunities calendar in the GRID Portal.

Sign up for an international project

1. Check out our list of upcoming trips with GRID's International Program in Mexico, Nicaragua and Nepal: gridalternatives.org/programs/international-program/projects NOTE: Mexico projects are open only to participants who are citizens of Mexico.
2. To sign up for a trip, fill out the online form to contact us and let us know which trip dates you're interested in. A member of our International team will get in touch with you shortly to provide more information about our program and help you officially register for your trip!
3. GRID staff will be with you every step of the way as you prepare for your trip. In the months before your departure, we provide you with a comprehensive trip information packet, work with you on logistics, and host group orientation sessions.

Installation Logistics

Installations in the U.S.

The majority of installation projects in the U.S. take two days to complete. Although not mandatory, we highly encourage volunteers and/or trainees to participate on both days to ensure continuity and learn more aspects of the installation. Some installs may take fewer or more days depending on the complexity of the project. Project hours vary by office but do start as early as 7:00 am and usually end by 4:30 pm. We ask for full-day commitment. The times and install days are listed on the calendar when you request spots through the volunteer portal.

Every morning of every installation day, we begin with a safety talk to establish an attitude and culture of safety and to point out any site-specific hazards. The safety talk is required so please be on time. If you are late and miss the safety talk, the Supervisor must review the safety talk with you one-on-one which may delay progress on the installation. If the Supervisor does not have the time to review the safety talk with you on an individual basis, they have authority to send you home.

If you have any health conditions that the Solar Installation Supervisor should be aware of (e.g. diabetic, allergies, location of epi-pen or other critical medication), please notify him/her after the safety talk. The safety talk will be followed by a stretching activity to make sure the body is warmed up for the physical demands of the installation.

Please bring lunch or lunch money. Lunch may be provided for participants by our clients but it is not to be expected. If you have special dietary needs (e.g. vegetarian, vegan, gluten-free), please plan on bringing your lunch as lunch options may be limited near the project site. If applicable for your region, please bring a refillable water bottle to reduce waste.

Bathrooms will be provided by the client or a porta potty or public restroom will be available near the site.

We provide you with all the tools and safety equipment necessary to complete the project. If you would like to bring personal tools, please clearly identify them with your name. If you bring your own hard hat, it must be E rated and cleared by the

SIS. GRID Alternatives cannot be held responsible for lost or stolen tools.

International Installations

International Trips with GRID range from 8-10 days, depending on the country and type of project you are participating in. Participants spend 3 days/nights immersed in a rural community while working on the solar installation project, and the remainder of the days/nights participating in organized activities and cultural experiences arranged by your GRID staff trip leaders. While in the rural community, you may stay with local host families. Before and after the experience in the community, you will be staying at hotels in the other cities you will visit.

Safety

We are all responsible for accomplishing the shared goal that everyone deserves to go home safe at the end of the day. GRID's goal is to make every installation accident free.

When in doubt, ask!

- DO NOT rush. Always safety over speed. This is a learning space.
- Be aware of your surroundings and what other people are doing.
- Look where you are going. NEVER walk backwards.
- Maintain a clean and orderly construction site.
- Lift with your legs, not with your back.
- "Two people, four hands" when carrying, lifting, or holding a module.
- Remove rings, watches and other jewelry prior to starting work. These create opportunities for shock or catch hazards. Loose hair must be tied back.
- Treat the client's space with care. Be careful of scraping, scuffing, or breaking windows, walls, or other property.

Site Leadership

Each installation is led by a Solar Installation Supervisor (SIS) or other GRID employee who is professionally trained in solar installation, building and electrical codes, safety regulations, and first aid. Team Leaders are experienced GRID volunteers who assist SISs to answer technical questions and guide less experienced participants. GRID staff typically wear blue shirts with the organization logo. Volunteer Team Leaders typically wear orange shirts with the organization logo. The democratic decision processes and the expertise of other volunteers and trainees are welcomed in the field; however, ultimately, all safety and quality decisions are deferred to the SIS or other authorized on site GRID staff. You will be given a white shirt on the first day

you volunteer as a token of our appreciation for your service and help distinguish you as part of our team.

Personal Protective Equipment (PPE)

- Hard hats must be worn at all times by everyone including clients and guests on site. Hard hats are the first item on as soon as you arrive at the installation and are the very last item to be put away at the end of the work day.
- Safety glasses are strongly recommended at all times, and **MUST** be worn when using or working near power tools such as drills, impact drivers or the band saw. Sunglasses and eyeglasses are not permitted for use as safety glasses unless ANSI Z87.1 rated.
- Gloves are required whenever handling flashings, shingle, or other sharp or rough objects, lumber, or during a wire or rope pull.
- Ear protection is required while operating noise-intensive power tools like the band saw for more than a brief period of time. Single-use earplugs or noise suppression headphones are provided.
- Sanitize and return your PPE at the end of the work day. Wipes are provided to sanitize your hard hats and safety glasses at the end of the day.

Heat Illness, Sunburn, and Dehydration Prevention

Sunburn and dehydration represent our most common and immediate risk. Drink water both before and after a day installing with GRID Alternatives. In the field, drink water often and before you are thirsty. Avoid substituting water with soft drinks, coffee, or other drinks containing caffeine or sugar. Heat cramps, heat exhaustion, and heat stroke are conditions caused by exposure to heat and loss of fluids and electrolytes. Symptoms of heat exhaustion include clammy, pale skin, headache, dizziness, fatigue, and nausea. Take a water break in the shade when you need it. Refusing to take breaks is a good sign that you need a break.

- Wear sunscreen and reapply often.
- Drink plenty of water. Two 8 oz. cups of water per hour is recommended to maintain good hydration. For heavy exertion in hot weather, four 8 oz. cups of water

per hour is recommended.

- Take a break in the shade if you get tired or if you feel like you are overheated. Symptoms of heat exhaustion include clammy, pale skin, headache, dizziness, nausea, and fatigue.

High Heat Procedure

- The GRID supervisor or team leader will ensure access to shade is provided at all times and advise all volunteers as to location at start of installation.
- Volunteers and staff are encouraged to take as many breaks as needed in the shade to rehydrate.
- Volunteers and staff will be paired with a "buddy" to watch for signs and symptoms of heat illness when the temperatures exceed 95 degrees and ensure that emergency procedures are initiated when someone displays possible signs of heat illness.
- The GRID supervisor needs to be aware of volunteers who have not been doing similar work for at least 10 of the past 30 days to make appropriate accommodations for acclimation. I.e. work half days, assigned to a buddy and/or assigned less physical work.
- The weather will be monitored daily using weather.com and the scheduled work day will be cut short to avoid working in the hot parts of the day during heat waves.
- Anyone showing signs or symptoms of heat illness must not be left alone and the GRID supervisor must be notified to assess the affected workers condition to administer first aid and/or to notify emergency personnel.

Ladders

- Be careful of windows and overhead electric lines when erecting or moving ladders. When possible, stay at least 10 feet away from overhead power lines or service mastheads.
- Proper ladder angle is 4:1 - For every 4 feet of elevation, the ladder base should be set out 1 foot.
- The ladder must extend at least 3 feet past the eave (three (3) ladder rungs mini-

mum) or safety rail extensions may be used.

- Make sure ladders are tied down and stable before using. Once ties are removed, ladders must be taken down immediately. An unsecure ladder should never be left unattended.
- Only one person on the ladder at a time.
- Do not climb on the rungs at or above the roof level.
- Do not climb with tools or materials in your hands. Always maintain 3 points of contact while climbing the ladder. Use a rope and bucket or a 3-person hand-off system to move equipment.
- If performing work on a ladder, never overreach.
- Never leave tools resting on or near the top of a ladder.

Roofs

Fall protection is always required when working on a roof:

A personal fall arrest system is composed of a properly fitted harness, retractable lifeline (“yo-yo”) or rope and lanyard, and anchor.

- One lifeline is allowed per anchor point.
- You must be hooked into a lifeline when transitioning on and off the roof at the top of the ladder.
- Work slowly and carefully - try not to cross lifelines or knock over tools and materials.

If using a guardrail system, stay within the protected work area.

If using scaffolding, DO NOT climb on scaffolding. Only access scaffolding platform by means of a tied-down ladder. Do not use improvised steps between the scaffold platform and the working edge of the roof.

- The GRID Supervisor or Team Leader should be the first workers on the roof. Before going on the roof for the first time, they will give you a quick roof orientation.
- If you do not feel comfortable on the roof, you do not have to go up or stay there.
- Minimizing the number of people on the roof will enhance safety for workers

and the roof itself.

- NEVER walk backwards on the roof.
- Watch for tripping hazards like grounding wire, rails and conduit.
- Do not walk near edges unless necessary.
- Do not leave tools near the edges or in any place where they may be prone to fall.
- If you do drop something, yell "HEADACHE!" to warn people on the ground.
- If you are on the ground and hear someone above yell, DO NOT look up! Do cover your neck and shoulders and move away from the building if possible.
- No cell phone use -including texting- on the roof unless it is used to communicate with other crew members. You are welcome to come down to the ground to use your cell phone.
- Note: Do not stand or sit on the ridge. Be mindful of pivoting and kneeling on the roof. Use carpet to protect the roof where stable.

Electricity

- Assume all wires are hot, live, and energized.
- DO NOT terminate any wires or plug in any connectors unless the GRID Supervisor says it's OK.
- DO NOT remove any locks or lock boxes off final homerun connections or breakers. Only the GRID Supervisor does this. Lockout/tagout kits are required to lock off all hazardous DC (homerun connections) and AC (main service panel/breaker) energy sources during wiring and until system testing. Electrical tape is not an acceptable method of "locking out" homerun connectors.
- The GRID Supervisor or a GRID-authorized licensed electrician are the only individuals permitted to work in the main service panel. Do not crowd or distract people working on wiring, especially in the main service panel. The cover of the main service panel should only be off while the GRID Supervisor or authorized electrician is working in it.
- Volunteers authorized to assist the GRID Supervisor or electrician with testing,

troubleshooting or other energized work, must wear full Arc Flash apparel including, sock hood, safety glasses, face shield, and insulated gloves with leather protectors and must use insulated tools.

- If someone is being shocked, DO NOT touch them since you may be shocked as well. Use a non-conductive (wood or plastic) object to disconnect them from the electricity source.

Power Tools

- If you do not know how to use a tool, have GRID staff or a Team Leader show you.
- Use safety glasses if you are in the vicinity of a power tool, even if you are not using the tool.
- Use ear protection as necessary (the band saw can be loud/shrill).
- Operate power tools using both hands.
- Be careful when tightening bolts or screws with the impact driver as this may apply excessive torque and cause stripping or broken bolts.
- Be careful when tightening bolts or screws with the drill. Be sure to use the appropriate torque settings so that it “breaks” before causing potential wrist injuries.
- Do not bind the blade of the band saw. The tool’s own weight provides the most efficient downward cutting pressure. Ensure that the material being cut is securely clamped or held down and is held against the work stop of the band saw.
- Unplug the corded band saw when not in use.
- Defective power and hand tools should not be used and reported to the GRID Supervisor.

Site-specific Hazard Assessment

Be aware of any pets the client has, as well as any wild animals, rodents, or pests (including insects) that could be a health hazard. This will be covered by GRID staff as part of each morning’s safety talk.

Emergency Response Plan

- Know where the first aid kit is located and use it for minor injuries, e.g. cut or scrape.
- Know where the fire extinguisher is located.
- Inform GRID staff immediately of any serious injuries, e.g. knock on head, back injury, sprained or broken body part, etc.
- If someone has a head, back, or neck injury, DO NOT move them!

In the unlikely event of an emergency:

1. **Call 911**
2. **Stop work immediately**
3. **Notify the GRID Supervisor**

In the case of an emergency in which the GRID Supervisor is incapacitated, carry out the Emergency Response Plan. Once the Supervisor is stabilized, call down the phone tree until one of these individuals is reached to inform them of the situation:

1. **Regional Director:** Contact information will be included on site
2. **Human Resources:** Director of Human Resources OR Safety Officer, contact information will be included on site
1. **COO OR CEO:** contact information will be included on site

The Emergency Response Plan will be available to you on the job site. The Emergency Response Plan outlines what to do in the case of a serious injury, a fall, a natural disaster, etc. There are also hospital directions and Material Safety Data Sheets (MSDSs provide all chemical info).

Fall Rescue Plan - In the unlikely event that a fall arrest occurs, use a ladder to immediately rescue a conscious, hanging worker. Call 911 immediately and follow emergency procedures if it appears the worker is unconscious or has suffered head, back, or neck injuries. Use a ladder to help support the worker and allow blood flow to the legs. All workers involved in a fall arrest or fall will be sent immediately for medical evaluation to determine the extent of injuries, if any.

Feedback

We are always looking for ways to improve our safety practices, quality standards, training experience, and service. You will receive an opportunity to provide us with a 5-star review after each installation. This 5-star review will appear in an email after the install. We also send an annual participant survey in January assessing our volunteer and training opportunities throughout the year. Please do not hesitate to point out safety hazards and share ideas or concerns with any GRID staff. If you prefer to give anonymous feedback, please leave us a message at: gridalternatives.org/safety.

GRID Job Training Programs

Installation Basics Training (IBT) Program

Installation Basics Training offers job seekers and volunteers additional training to further develop their skills and prepare for GRID's Team Leader Program and or employment opportunities in the growing solar jobs market.

The Installation Basics Training (IBT) program is a mostly field-based training experience. Using a performance testing model, GRID staff evaluates IBT trainees on their ability to perform a skill in a skill certificate category after the trainee has been given time in the field to sufficiently observe, learn, and practice that skill. IBT trainees can earn a series of certificates for industry-relevant skills learned and demonstrated in GRID's unique, hands-on training environment under the supervision of our professional solar installation staff. IBT Trainees can specialize in either array installation skills, electrical installation skills or both.

After completing either all IBT Electrical or IBT Array skills, interested IBT Trainees can continue on to our Team Leader Program, described below.

Becoming a GRID Installation Basics Trainee

To become a GRID IBT trainee you must:

1. Sign up for a volunteer orientation (in person or online)
2. Participate in at least one full GRID Alternatives installation
3. Attend Installation Basics Training Orientation at your regional office
4. Get approved for participation based on your availability, goals, and slots available at your local office.

Trainees who complete either all the electrical or all the array skills in the IBT program can then move on to the Team Leader program. Access to the program is based on training slot availability and individual assessment.

Team Leader Program

The Team Leader Program focuses on installation site leadership skills and is designed for volunteers looking to take a more active role on site and trainees looking to fulfill the installation leadership prerequisite for the NABCEP PV Professional exam.

The Team Leader Program requires a commitment of time as designated by the local GRID office. Individuals can become Array Team Leaders, Electrical Team Leaders, or both. Becoming either requires completing the full suite of certificates for the related IBT skill package, attending GRID's Team Leadership Workshop, and successfully completing two leadership test installs. Once that process is complete, the person officially becomes a GRID Team Leader. Team Leaders support the Solar Installation Supervisors by assisting in the management and supervision of other participants on installation sites, and general site logistics support.

GRID's volunteer opportunities are open to a wide range of individuals. However, in line with GRID's mission to make training accessible to underserved communities, GRID's training programs will be available to a limited number of individuals. To learn more, go to gridalternatives.org/get-training/installation-training-programs.

Policies and Waivers

Participant Conduct

GRID Alternatives reserves the right to terminate a participant relationship with or without cause or notice.

Although it is not possible to list all the forms of behavior or conduct that are considered unacceptable while participating in GRID Alternatives' activities, the following are examples of infractions or conduct that may result in the limitation or termination of the relationship with any participant.

- Violation of safety or health rules
- Theft or inappropriate removal or possession of GRID or client property
- Misuse of agency funds, equipment, or materials
- Working under the influence of alcohol or drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs
- Fighting or threatening violence
- Boisterous or disruptive activity
- Negligence or improper conduct leading to the damage of property
- Repeated failure to follow a supervisor's reasonable request or to carry out a reasonable job assignment
- Gross misconduct or insubordination
- Abuse or mistreatment of clients, community members, volunteers, or employees
- Sexual or other unlawful harassment or discrimination
- Violation of GRID Alternatives antidiscrimination policies and procedures
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Excessive absenteeism without notice
- Misuse or the unauthorized release of confidential information
- Violating the laws of the state in which you are participating
- Violating the laws of the country in which you are participating

Representation and Use of GRID Alternatives Name

Resumes

Experience with GRID Alternatives is a great resume builder. Participants wishing to list their installation experience on printed and social media resumes and profiles may identify themselves as “Volunteer Solar Installer” at GRID Alternatives; or, if they have participated in one of our training programs, as “Solar Installation Trainee” or “Volunteer Solar Installation Team Leader” at GRID Alternatives, depending on level of achievement. Participants using other titles in relation to their experience with GRID will be asked to remove them. Participants may not publish any other materials such as articles or promotional materials under said titles without express permission from GRID Alternatives.

Talking to Media

The opinions expressed by GRID Alternatives participants are theirs alone and do not reflect the position of the organization. Participants may not hold themselves out as representatives of or spokespeople for the organization, either in print or in conversation, and may not publish under GRID Alternatives’ name without express permission from GRID Alternatives. In dealing with the media, please keep your responses limited to your personal experiences, or refer media to a GRID Alternatives staff person.

Use of Photos

GRID Alternatives will sometimes provide photos of installations for personal and internal use by our participants, sponsors and partners. If an individual or organization would like to use one of our photos for any other purpose, please send a request for permission to media@gridalternatives.org.

GRID ALTERNATIVES U.S. PARTICIPANT RELEASE AND WAIVER OF LIABILITY AND PERFORMANCE AUTHORIZATION AGREEMENT (“AGREEMENT”)

THIS AGREEMENT CONTAINS A RELEASE OF YOUR LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. READ AND UNDERSTAND BEFORE SIGNING!

In consideration of the permission granted to me by GRID Alternatives to participate in any of GRID Alternatives’ activities, including, but not limited to, solar energy system installations, and/or training programs, community outreach and any housing provided or arranged by GRID Alternatives (collectively, the “GRID Alternatives Activities”), I hereby agree as follows:

1. GRID Alternatives Activities. I will comply with GRID Alternatives’ policies, safety rules and directions related to the GRID Alternatives Activities. I understand that closed-toe shoes are required at all times when participating in any GRID Alternatives Activities involving solar panel installations or other construction work. I understand that I have the right to review each GRID Alternatives Activity prior to my participation and voluntarily choose to participate in any such GRID Alternatives Activity. I acknowledge that my right to participate in any GRID Alternatives Activities may be discontinued at any time by either me or GRID Alternatives. I understand that if I am under age 18, I am not permitted to work on any roof.

2. Awareness and Assumption of Risk. I understand that GRID Alternatives Activities have inherent risks that may result in property damage, injury or death. These risks may include, but are not limited to, working with power and manual tools, working on top of buildings and/or around electricity, lifting heavy objects, being injured by falling objects, falling from roofs, ladders or other heights, being injured by construction equipment, being injured by automobiles and being electrocuted. I understand that these risks may arise, among other causes, from the active or passive negligence of GRID Alternatives, its directors, officers, employees, agents, volunteers, recipients of GRID’s solar systems (clients, tenants, solar subscribers, etc.), affordable housing developers and property managers working with GRID and affiliates (collectively, the “Released Parties”), my own actions or inactions, or other parties. I acknowledge that GRID Alternatives does not guarantee my safety. My participation in the GRID Alternatives Activities is voluntary and I am aware of the hazards and potential dangers involved. To the fullest extent permitted by law, I agree to assume any and all risks of injury, death or property damage caused by or arising directly or indirectly from my participation in the GRID Alternatives Activities, regardless of the cause, including risks caused by the Released Parties’ active or passive negligence. I acknowledge that, subject to the provisions of Section 10 herein, I am responsible for any costs related to my personal injury that may result from my participation in the GRID Alternatives Activities.

3. Waiver and Release of Claims. On behalf of myself, my heirs, guardians and legal representatives, and to the fullest extent permitted by law, I waive and release any and all claims against the Released Parties that I, my heirs, guardians and legal representatives now have, or may have in the future, for any liability, loss, damages, claims, expenses and attorneys’ fees resulting from death, or injury to my person or property, caused by or arising directly or indirectly from my participation in the GRID Alternatives Activities, regardless of the cause and even if caused by active or passive negligence of the Released Parties. I agree that neither I, nor my heirs, nor guardians nor legal representatives will sue any of the Released Parties on the basis of these waived and released claims.

I understand that this document disqualifies me, my heirs, guardians and legal representatives from recovering damages against GRID Alternatives should I be injured in connection with my participation in the GRID Alternatives Activities.

4. Unknown Claims. I agree that if California law applies, I voluntarily and expressly waive the protections of Section 1542 of the California Civil Code, which provides that a general release does not extend to certain claims not known to me at the time I signed this waiver and release. I understand that GRID Alternatives would not permit me to participate in the GRID Alternatives Activities without my agreeing to these waivers and releases.

5. Indemnification. I will defend, indemnify, and hold the Released Parties harmless from and against any and all loss, damages, claims, expenses and attorney's fees that may be suffered by any Released Party resulting directly or indirectly from my participation in the GRID Alternatives Activities, except and only to the extent the liability is caused by the gross negligence or willful misconduct of the relevant Released Party.

6. Medical Care Consent and Waiver. I authorize GRID Alternatives to provide to me first aid and, through medical personnel of its choice, medical assistance, transportation, and emergency medical services. This consent does not impose a duty upon GRID Alternatives to provide such assistance, transportation or services. In addition, I waive and release any claims against the Released Parties arising out of any first aid, treatment or medical service, including the lack or timing of such, made in connection with my participation in the GRID Alternatives Activities.

7. Publicity. I consent to the unrestricted use of my image, voice, name and/or story in any format including video, print or electronic (collectively the "Materials") that the Released Parties or others may create in connection with my participation in the GRID Alternatives Activities. GRID Alternatives may make the Materials available at its discretion to third parties, including photos or streamed or other videos, on GRID Alternatives' website and internal displays, in GRID Alternatives' publications, or through any other media, including social networking websites. I waive any right to inspect or approve the finished product and acknowledge that I am not entitled to any compensation for creation or use of the finished product.

8. Confidentiality. As a result of my participation in the GRID Alternatives Activities, I may have access to sensitive or confidential information. This information includes, but is not limited to, identity, address, contact information, credit card numbers, and financial information of GRID Alternatives' clients, volunteers, donors and staff. At all times during and after my participation in the GRID Alternatives Activities, I agree to hold in confidence and not disclose or use any such confidential information except as required in participation in the GRID Alternatives Activities or as expressly authorized in writing by GRID Alternatives.

9. Not an Employee. I understand that (i) I am not an employee of GRID Alternatives, (ii) that I will not be paid for my participation, and (iii) I am not covered by or eligible for any insurance (except as provided in Section 10 herein), health care, worker's compensation or other benefits.

10. Volunteer Insurance. I understand that notwithstanding any other provision in this Agreement, Grid Alternatives, in its sole discretion, may contract with an insurance company to provide, under certain circumstances, limited medical payments for volunteers who are injured in connection with their performance of GRID Alternatives Activities.

To avoid any doubt, I understand that GRID Alternatives is not required to provide me with such insurance, and

providing such insurance shall not subject Grid Alternatives to any liability, nor alter any of the exculpation and indemnification provisions of this Agreement.

11. Severability. I agree that this Performance Authorization, Release and Waiver of Liability Agreement is intended to be as broad and inclusive as permitted by law, and that if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

12. Translation Contradictions. As a courtesy, GRID will provide you with Spanish translations of this Agreement and other explanatory materials. GRID provides these translated documents merely as a convenience to you. Should there be any ambiguity or conflict between the English and Spanish versions of this Agreement or any other documents, the English language versions will control in all instances. The English-language versions of this Agreement and other GRID materials are the official, legally-binding documents

13. Irrevocability. When I and, if I am a minor, my parent or legal guardian, sign this Performance Authorization, Release and Waiver of Liability Agreement, it will then be irrevocable and binding on all parties, subject to the above terms and conditions.

I HAVE READ THE AGREEMENT AND FULLY UNDERSTAND ALL OF ITS TERMS. I UNDERSTAND THAT THIS AGREEMENT INCLUDES AN ASSUMPTION OF THE RISKS INVOLVED AND I UNDERSTAND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING BELOW. I HAVE SIGNED THIS RELEASE FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT, ASSURANCE OR GUARANTEE OF ANY NATURE BEING MADE TO ME.

Signature of Participant: _____

Date: _____

Printed Name: _____

Signature of Parent or Legal Guardian
if Participant is under 18 years old: _____

Date: _____

Printed Name: _____

GRID ALTERNATIVES INTERNATIONAL PROGRAM PARTICIPANT RELEASE AND WAIVER OF LIABILITY

PLEASE READ CAREFULLY

I, _____, hereby execute this Release and Waiver of Liability in favor of GRID Alternatives, a non-profit corporation, and its current and former directors, officers, employees, volunteers, agents and representatives (collectively, "GRID"). If I am a minor under the age of 18, my parent or legal guardian is also hereby executing this Release and Waiver of Liability in favor of GRID on my behalf.

I have voluntarily enrolled to participate in GRID's international volunteer program to the country of [MEXICO/NICARAGUA/NEPAL] from [DATES] (the "Program"). I desire to provide volunteer services for GRID and engage in activities related to serving as a volunteer. I understand that the scope of my relationship with GRID is limited to a volunteer position and that no compensation is expected in return for services provided by me; that GRID will not provide any benefits traditionally associated with employment to me; and that I am responsible for my own insurance coverage in the event of personal injury or illness as a result of my volunteer services to GRID.

In consideration of being permitted to participate in the Program, I hereby freely and voluntarily, without duress, agree to be bound by the following terms on behalf of myself and my spouse, children, guardians, executors, administrators, heirs, next of kin, successors and assigns:

1. Assumption of the Risk. I understand that the Program will involve, among other things, assisting with solar panel installations, using equipment and tools which may be unsafe or not adequately maintained, going on various sightseeing excursions, traveling through a developing country in automobiles and boats and taking overnight stays in rural communities with no electricity or running water. I understand that there are risks inherent in participating in the Program, including but not limited to, personal injury, illness, death, property damage (by loss, theft or otherwise), heat stroke or exhaustion, communicable or tropical diseases and infections, and tropical illnesses such as malaria. I understand that I may be engaging in activities in remote locations, where health and medical facilities may be minimal or absent, and that in the event of any illness or emergency, it may not be possible for me to receive treatment or be evacuated quickly to locations where treatment is available. I further understand that the health or medical treatment available may not be of the same type or standard that I would expect in my home country. I voluntarily elect to participate in the Program in spite of such risks. I expressly and specifically assume all such risks.

2. Waiver and Release of Liability. To the maximum extent permitted by applicable law, I hereby waive, release, and forever discharge and hold harmless GRID, and its employees, directors, agents, affiliates, parents, or successors, including without limitation GRID Alternatives, from any and all liability, claims, rights, demands, judgments, actions, obligations and causes of action of whatever kind, character, or nature, either in law or in equity, which have arisen or may hereafter arise as a result of, or relating directly or indirectly to, my participation in the Program and GRID's arrangement or provision of transportation, housing, food and any other services or goods involved in the Program, whether caused by the negligence of GRID or otherwise. I understand that the foregoing discharges GRID from any liability or claim that I may have against GRID with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my participation in the Program. I agree not to make, assert, commence, or maintain any action against GRID or any co-sponsoring

organization for any liability, damage, or loss incurred in connection with my participation in the Program.

I hereby expressly waive and relinquish any and all rights, defenses and benefits I may have now or in the future under the provisions of California Civil Code section 1542 which provides as follows:

“A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.”

I further expressly waive and relinquish all rights, defenses, and benefits which I may have now or in the future under the law of any other state or jurisdiction, or common law principle, to the same or similar effect as California Civil Code section 1542.

3. Insurance. I understand that GRID does not carry or maintain, and expressly disclaims responsibility for providing, any health, medical or disability insurance coverage for any participant or volunteer. I understand that prior to my enrollment and participation on the Program, GRID requires that I obtain international health/evacuation/travel insurance. If I do not obtain such additional insurance, I will forfeit the opportunity to participate in the Program.

4. Medical Treatment. I hereby grant GRID permission to authorize emergency medical treatment for me. I hereby release and forever discharge GRID from any claim whatsoever which has arisen or may hereafter arise on account of any first-aid, treatment or other medical services rendered in connection with my participation in the Program, or with the decision by any representative or agent of GRID to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in any parental authorization for treatment of a minor child.

5. Foreign Travel. I understand that traveling to new places, especially developing regions, may involve sudden changes in plans, unexpected delays and limited access to services. I understand that I am subject to the laws of the country I am visiting, including those of Immigration and Customs, and that I will not hold GRID responsible for the actions of any government or its representatives or agents.

6. Health. I attest that I am physically fit and able to participate in the Program, and I have truthfully and accurately completed the enclosed Health Form. I will immediately notify GRID of any health conditions I have which could preclude or restrict my participation in the Program.

7. Non-Refundable Payment. I understand that my payment to GRID for my participation in the Program is NON-REFUNDABLE, unless GRID, in its sole discretion, cancels the Program or my participation in the Program, in which case GRID shall refund my payment in full. I understand that my travel expenses, for example, payment to an airline for my airline ticket, is a separate expense and in most cases is not refundable by the airline issuing the ticket. I will not seek reimbursement for travel expenses from GRID nor seek to hold GRID responsible for such travel expenses.

8. Code of Conduct. I have read the enclosed Code of Conduct and agree to abide by the rules set forth therein. I understand that GRID will warn me if it determines I have acted in breach of the Code of Conduct, and after two such warnings, if the same behavior continues as determined by GRID, GRID will no longer allow me to participate in the Program and I will leave the Program at my own expense.

9. Photographic Release. I grant and convey to GRID all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by GRID in connection with my providing volunteer services to GRID.

10. Miscellaneous. This Release and Waiver of Liability shall be governed by and interpreted in accordance with the laws of California and is intended to be as broad and inclusive as permitted by law. Any dispute arising out of or related in any manner to the subject matter of, or the terms, conditions and agreements set forth in, this Release and Waiver of Liability, shall be submitted to and resolved in the courts of the City and County of San Francisco, in the state of California. In the event any clause or provision is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall continue to be enforceable.

By signing below, I acknowledge that I have carefully read this Release and Waiver of Liability and have had sufficient opportunity to ask any questions regarding its terms and consult an attorney. I fully understand the terms of this Release and Waiver of Liability. I am signing this Release and Waiver of Liability freely and voluntarily. Both parties agree that signed copies of these documents returned by scan or fax will be considered enforceable as an original.

Name of Participant/Volunteer: _____

Age (if under 18): _____

Signature: _____

Date: _____

If the participant is under the age of 18, a parent or legal guardian must sign below, acknowledging and agreeing to the terms of this Release and Waiver of Liability.

Name of Parent/Legal Guardian: _____

Signature: _____

Date: _____

GRID ALTERNATIVES INTERNATIONAL PROGRAM PARTICIPANT - CODE OF CONDUCT AGREEMENT

As a person traveling between cultures, I understand that I am a guest and my actions reflect onto myself, GRID Alternatives, foreigners, and local partner NGOs as a whole. I am traveling to learn more about the country and people as a responsible and sustainable traveler. I agree to participate and act in a respectful and responsible manner. I understand that if I break this agreement I will receive a warning, and if the same behavior continues as determined by GRID Alternatives in its sole discretion, I will be asked to leave the group/country at my own expense.

I will abide by the laws of the country we are visiting and will be respectful of my hosts and partner organizations.

I understand that I am under the authority of GRID Alternatives and its partner organizations, and agree to communicate my needs to them, and listen to and respect their requests.

I will not ingest or consume any illegal substances. I will limit my daily alcohol intake so as not to impair my judgment and/or impact my ability to function as a responsible group member.

I will be responsible for my own personal belongings and not expect others to watch over my belongings.

I will set enough time for me to rest every night so that I may be fully energized, ready, awake, and alert for the following day's activities. If I feel the need to rest or do an alternative activity, I will ask GRID Alternatives to provide the opportunity for rest or an alternative activity.

I will not use language or speak in a manner that is rude, offensive, or aggressive.

I will not be violent or participate in any violent act or activity.

I will not transport or purchase any weapons of any kind.

I will be flexible, as I understand not everything will go as I may want or as planned.

I will treat my Trip Leaders and fellow Volunteers with respect and recognize they are committed to a vibrant, enriching experience for the whole group. The Trip Leader has the whole group to care for and thus cannot cater to every person's individual and divergent desires. I will communicate my own interests to them, but I will not be demanding.

I understand that I am traveling with a group and will act in a manner that will reflect the group.

I understand I am traveling in a group and will adhere to the itinerary and scheduled departure and meeting times. If I am sick, injured or need to rest, I agree to promptly communicate this to my Trip Leader.

I will not act in any way that will put me or others in danger.

I will not leave the group for any reason without an expressed written agreement outlining the timeframe and

scope agreed upon by the GRID Alternatives staff and myself.

I will not participate in any type of sex trade in the country I will be visiting.

I will be aware and respectful in the way I take photographs. I understand that in some cultures, picture taking can be invasive, and I will seek permission, when possible, to take someone's photo. I will be conscious of how disruptive it can be to constantly take photos during a meeting and/or while someone is speaking. I will ask ahead of time if it is okay to take pictures.

I will be respectful of the political and religious views of the people in the country I am visiting.

Signature: _____

Printed Name: _____ Date: _____