

The Legal Aid Bureau of Buffalo, Inc.

Date: _____

Application for Intern or Volunteer Opportunities

Personal Information

Name: _____ Telephone: _____
First M.I. Last

Present Address: _____
Street City
_____ *State Zip*

E-mail address: _____

- Are you at least 18 years of age? Yes No

Opportunity Desired

Position(s) applied for: _____ Date you can start: _____

Anticipated end date: _____

Why are you interested in an internship or volunteer assignment with Legal Aid?

Will you receive credit from an education institution? Yes No

What is your desired schedule?

Have you ever interned or volunteered with Legal Aid before? Yes No

When: _____ Supervisor: _____

Education

Highest Grade Completed:

Grade School 1 2 3 4 5 6 7 8 | High School 9 10 11 12 | College 1 2 3 4

Name of last school attended: _____

License, Vocational or Trade Training: _____

Law School attended: _____

References

Please give the names of at least three persons not related to you, whom you have known at least three years. Please list current or former supervisors, if possible.

Name	Relationship	Phone	Years Known
• _____	_____	_____	_____
• _____	_____	_____	_____
• _____	_____	_____	_____

Please return completed application to resume@legalaidbuffalo.org

Employment History

List all your work experience (starting with your most recent employer). Please account for all periods of unemployment in this section. You may attach additional sheets of paper.

Dates Employed:		Employer Information:	
From:	To:	Name of Employer:	
Telephone Number		Address:	City:
		State:	Zip Code:
		Job Title:	
		Name of Supervisor:	

Briefly describe your job duties and work experience:

Reason for Leaving:

Dates Employed:		Employer Information:	
From:	To:	Name of Employer:	
Telephone Number		Address:	City:
		State:	Zip Code:
		Job Title:	
		Name of Supervisor:	

Briefly describe your job duties and work experience:

Reason for Leaving:

Dates Employed:		Employer Information:	
From:	To:	Name of Employer:	
Telephone Number		Address:	City:
		State:	Zip Code:
		Job Title:	
		Name of Supervisor:	

Briefly describe your job duties and work experience:

Reason for Leaving:

May we contact your present employer at this time? Yes No

Applicant's Statement

I give The Legal Aid Bureau of Buffalo, Inc. permission to contact all or any of my previous employers and references and authorize them to disclose any information The Legal Aid Bureau of Buffalo, Inc. may request in the course of its investigation of this application for intern or volunteer assignment, and I hereby release The Legal Aid Bureau of Buffalo, Inc. and such references and prior employers from any and all liability with respect to such disclosures. I understand that any offer of intern or volunteer assignment is conditioned upon receipt of satisfactory references and satisfactory completion of a background check.

I have provided truthful and complete responses to all inquiries in the application and authorize The Legal Aid Bureau of Buffalo, Inc. to investigate all statements contained in the application. I understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal or refusal to assign. If accepted, I will abide by The Legal Aid Bureau of Buffalo, Inc.'s rules and regulations, which I understand are subject to change by The Legal Aid Bureau of Buffalo, Inc.

Date: _____ Applicant's Signature: _____

**INTERN/VOLUNTEER INFORMATION
LEGAL AID BUREAU OF BUFFALO, INC.**

NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

HOME PHONE NUMBER _____

CELL PHONE NUMBER (OPTIONAL) _____

SECONDARY ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE NUMBER _____

EMERGENCY CONTACT

NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE NUMBER _____

RELATIONSHIP _____

2ND EMERGENCY CONTACT (OPTIONAL) _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE NUMBER _____

RELATIONSHIP _____

RELEASE FORM

I, _____, hereby give Legal Aid Bureau of Buffalo, Inc. consent to display my name and to record, videotape and photograph my image and/or voice to be used in the following ways:

- Company website and other social media accessible to the public.
- Employee newsletter.
- Client/customer newsletter.
- Printed annual report.
- Brochures and flyers

I understand that no special compensation will be provided to me for use of my image and that I may not be informed in advance of the specific use of my image.

Name (please print)

Signature

Date

If under 18,

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date

PROFESSIONAL STANDARDS

Attorneys at law act professionally in legal formalities, negotiations, or proceedings, by authority of their clients, and must be licensed and admitted to the practice of law in the courts of the state in order to do so. Because The Legal Aid Bureau of Buffalo, Inc. provides legal services to thousands of people each year, it is important that all its employees, interns, and volunteers are aware of their professional responsibilities and limitations.

PREVENTING THE UNAUTHORIZED PRACTICE OF LAW

In New York, the Judiciary Law prohibits and makes it a crime to practice law without a license, and New York's Rules of Professional Conduct for lawyers require that all lawyers must assist in preventing the unauthorized practice of law. The State's highest court, the Court of Appeals, has held that the practice of law is not limited to courtroom appearances or court work, but includes all the details of management and preparation of legal cases, giving advice to clients, and all actions taken in connection with the law.

As in most large law firms, some of the work of the Bureau is performed by support staff, who are not lawyers. We must not forget, however, that all work that falls within the definition of the practice of law must be performed under the direction of, and reviewed by, an attorney. Moreover, because nearly all our support staff has contact with clients, in person or on the telephone, and clients have no way of knowing who is or is not a lawyer, all nonlawyers must be careful not to engage in behavior that constitutes the unlicensed practice of law, or that may lead clients to believe they are lawyers.

Employees, interns, and volunteers of the Bureau are not authorized to provide counseling of any type, except legal counseling by lawyers. Nonlawyers may not give any advice, opinions, interpretations, or analyses of laws or regulations. They may not tell people how to address or resolve legal difficulties, whether the type we represent or not. They may not prepare legal forms, documents, or instruments, except under the supervision and subject to the review of an attorney. Except under the direction of a lawyer, they may not draw up agreements or advise about court proceedings, or give advice about how to prepare, sign, or file documents or papers.

Nonlawyers who interview clients, or those who obtain information from or impart information to clients on behalf of attorneys, should take care to identify themselves clearly to the clients by their job titles.

CONFIDENTIALITY

New York's Rules of Professional Conduct require that lawyers preserve the confidences and secrets of their clients. Under this standard, the Bureau must exercise reasonable care to prevent its employees, interns, volunteers, and others from disclosing or using confidences or secrets of its clients.

Accordingly, all employees, interns, and volunteers should be careful not to leave confidential paperwork in places where they may be seen by clients and visitors to the offices during work hours. Files may not be taken home by support staff employees, interns, or volunteers without the expressed or implied approval of the unit supervisor. Attorneys shall act in accordance with the Bureau's responsibility to maintain control of its physical case files and shall preserve the confidential information therein. Employees, interns, and volunteers are not permitted to discuss client-identifying information or otherwise confidential information with any persons not employed by the Bureau, except to the extent necessary to perform the employees', interns', or volunteers' duties in compliance with New York's Rules of Professional Conduct. Discussions within the Bureau are permissible if they are genuinely work-related. However, in view of the Bureau's duty to protect confidential information, any discussions of cases—whether within the Bureau or with persons not employed by the Bureau—must be in compliance with New York's Rules of Professional Conduct. If a question arises as to whether a particular discussion is permissible, the employee, intern, or volunteer should seek guidance from a supervisor. It is understood that, for attorneys, any restrictions on discussions of cases shall not be inconsistent with the duties of attorneys under New York's Rules of Professional Conduct. Finally, all employees, interns, and volunteers are reminded that client information obtained in the course of employment, interning, or volunteering at the Bureau may not be used for any other purpose or proceeding.

CONFLICT OF INTEREST

New York's Rules of Professional Conduct also require that the professional judgment of a lawyer must be exercised, within the boundaries of law, solely for the benefit of his client and free of compromising influences and loyalties. Neither personal interests, the interests of other clients, or the desires of third persons are permitted to dilute this loyalty to the client.

VIOLATIONS

Employees, interns, and volunteers violating this policy are subject to disciplinary action, up to and including termination of employment or assignment.

I, _____, understand and agree to comply with this policy.

Employee, intern, or volunteer name

Employee, intern, or volunteer signature

Date

ANTI-HARASSMENT

The Legal Aid Bureau of Buffalo, Inc. is committed to ensuring that its workplace is free from all forms of discrimination, including unlawful harassment. The Bureau therefore prohibits workplace harassment, including sexual harassment and any other form of harassment that occurs because of an employee's race, color, sex, national origin, ancestry, religion, creed, physical or mental disability, sexual orientation, marital status, age, genetic predisposition, gender identity or expression, pregnancy status, domestic violence victim status, or any other category protected by federal, state, or local law. Any such harassment may violate the law and will not be tolerated.

SEXUAL HARASSMENT

It is the policy of The Legal Aid Bureau of Buffalo, Inc. that employees are provided a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment refers to sexually oriented behavior that is not welcome, that is personally offensive and interferes with our work effectiveness. Sexually oriented acts or sex-based conduct have no legitimate business purpose. All employees and non-employees conducting business in our workplace must refrain from sexual harassment. Sexual harassment is a form of employee misconduct.

SEXUAL HARASSMENT DEFINITION

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at and individual because of that individual's sex when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, and continued employment or any other terms, conditions or privileges of employment. This is called "quid pro quo" harassment.

EXAMPLES

Examples of sexual harassment may include, but are not limited to, touching, pinching, gestures, noises, jokes, name-calling, posters, unwanted advances or requests for sexual favors, sexual assault, etc.

OTHER TYPES OF HARASSMENT

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, creed, physical or mental disability, sexual orientation, marital status, age, genetic predisposition, gender identity or expression, pregnancy status, domestic violence victim status or any other protected category includes behavior similar to sexual harassment.

EXAMPLES

Examples of other types of harassment include, but are not limited to verbal conduct such as threats, epithets, derogatory comments, or slurs; visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures; physical conduct such as assault, unwanted touching, or blocking normal movement; and retaliation for reporting harassment or threatening to report harassment.

WHERE CAN HARASSMENT OCCUR?

Harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

REPORTING A CLAIM

Employees who believe they have been the subject of harassment should report their charge immediately to their direct supervisor, Human Resources Manager or Chief Administrator. The organization will promptly and thoroughly investigate all complaints.

INVESTIGATING COMPLAINTS

While the process may vary from case to case, the investigator will:

- Review the allegations and take any interim actions necessary;
- Preserve and collect relevant documents, emails, phone records, etc.;
- Interview all parties involved, including witnesses;
- Consider all relevant information and create an investigation summary, including final determination and corrective action;
- Notify complainant of final determination, and take corrective action.

Complaints will be investigated promptly and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation.

RETALIATION

Retaliation against individuals who complain of harassment or who testify or assist in any investigation or ongoing proceeding involving harassment is unlawful. Employees who feel that they have been retaliated against for reporting a claim or being involved in an investigation should contact the Human Resources Manager, Chief Administrator, or Chief Executive Officer.

CORRECTIVE ACTION

Harassment is considered a form of employee misconduct and sanctions, up to and including termination, will be enforced against individuals found to have engaged in harassment and

against supervisory and management personnel who knowingly allowed such behavior to continue. Corrective action determinations will be based on all the facts of the case.

EXTERNAL REMEDIES

Employees may choose to pursue legal remedies with the following governmental entities: New York State Division of Human Rights, the United States Equal Employment Opportunity Commission, and/or the local police department.

LEGAL PROTECTIONS

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees and non-employees, regardless of immigration status. A complaint alleging a violation of the Human Rights Law may be filed with either the Division of Human Rights (DHR) or in New York State Supreme Court.

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). Once a complaint has been filed with the EEOC, the commission will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. The EEOC will then issue a Right to Sue letter permitting the individual to file a complaint in federal court.

Many localities enforce laws protecting individuals from unlawful harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists. Additionally, if the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. In these cases, an individual may contact their local police department.

I, _____, understand and agree to comply with this policy.
Employee, intern, or volunteer name

Employee, intern, or volunteer signature

Date

WHISTLEBLOWER POLICY FOR THE LEGAL AID BUREAU OF BUFFALO, INC.

This policy, approved by the Board of Directors of The Legal Aid Bureau of Buffalo, Inc., applies to all Legal Aid Bureau employees and volunteers. The Board of Directors reserves the right to modify or amend this policy at any time as it may deem necessary. If, in the event, this policy conflicts with existing law, regulation or contractual obligation of the corporation, The Legal Aid Bureau of Buffalo, Inc. shall comply with said law, regulation or obligation.

PURPOSE:

The Board of Directors and Management of The Legal Aid Bureau of Buffalo is committed to the highest possible standards of fiduciary conduct while ensuring a workplace environment that promotes openness, fairness, productivity and teamwork. This policy furthers our commitment by articulating procedures for employees to proactively provide information pertaining to accounting, auditing or financial reporting activities that are illegal, fraudulent, and/ or violate board policy. This policy provides assurance that they will be protected from reprisals or victimization for conveying such information appropriately and in good faith.

This policy is intended to supplement, not replace, the administrative chain of command, the personnel policies, the collective bargaining agreements, or routine operational procedures. All employees are expected, in the normal course of business, to bring information regarding financial errors or omissions as well as suggestions for improving internal controls and financial reporting to their supervisor or the appropriate administrator, particularly the Chief Administrator or Executive Attorney.

PROCEDURE:

Reporting

Complaints that are not appropriate for normal administrative channels should be reported in writing, with or without identity of the reporter, to the President of the Board or any member of the Audit & Finance Committee. Verbal contact is not acceptable.

Evidence

Although the employee is not expected to prove the truth of an allegation, the employee needs to demonstrate that there are reasonable grounds for concern on his or her part and that these concerns are most appropriately handled through this procedure.

Investigation of Complaint

After receipt of the complaint, initial inquiries by the Committee will be made to determine whether an investigation is appropriate and the form that it should take. Concerns may be resolved through the initial inquiry by agreed action without the need for further investigation. The Board of Directors will receive a report on each complaint and a follow-up report on actions taken.

Contact With and Information to Reporter

The amount of contact between the reporter and the Audit & Finance Committee will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the reporter, if he or she is known. The reporter, if known, will be given the opportunity to receive follow-up on his or her concern within one month. This follow-up includes:

- Acknowledgement that the concern was received;
- Indication as to how the matter will be dealt with;
- An estimate of the time that it will take for a final response;

Subject to legal constraints and/ or what is determined to be in the best interests of the Legal Aid Bureau of Buffalo, Inc., the reporter will receive information about the outcome of any investigations.

SAFEGUARDS:

Anonymous Allegations

Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from documentation and or other sources.

Every effort will be made to protect the reporter's identity; however, all individuals considering such a report should be advised that if anonymity cannot be assured if an external investigation or criminal proceedings related to the report occur.

Harassment or Victimization

Harassment or victimization of the reporter for providing appropriate information in accordance with these policies by anyone affiliated with the Legal Aid Bureau of Buffalo will not be tolerated. In addition, the provision of such information shall not in any way influence, positively or negatively, the carrying out of routine disciplinary procedures by management as stated in the personnel policies, the collective bargaining agreement, or the personnel evaluation process or its outcomes.

Malicious Allegations

The Board of Directors recognize that intentionally untruthful, malicious, erroneous or harassing allegations would be damaging to the mission, integrity and morale of the Legal Aid Bureau of Buffalo, Inc. as well as the reputations of employees and board members. The safeguards stated in this policy do not apply to individuals who make such complaints. Such allegations may result in disciplinary action.