



MANDATORY REQUIREMENTS FOR PEO VOLUNTEERS

Before acting as a chapter volunteer the following requirements must be met:

1. Workplace Violence and Harassment, Human Rights and Accessibility Training modules (3)

The Government of Ontario mandates that volunteers receive occupational health and safety, human rights and accessibility training. The intent of the training is to educate PEO volunteers on their rights and responsibilities as volunteers, as well as their duties when working in a volunteer capacity, so that they may perform their work safely and in compliance with the law.

To access the training please follow these steps:

1. Click on the survey link to register as a volunteer:
<https://surveys.hrdownloads.com/professionalengineersontario/volunteerregistration2019>
2. After you register you will receive an email from training vendor HRDownloads. The email will contain your username/password and a link to access your training courses.
3. Click on the link. Copy and paste the username/password to log-in.
4. Watch the 3 training videos and take the three quizzes and save your certificates.
5. If you encounter any technical issues email Matt Drappel at mdrappel@hrdownloads.com

2. Confidentiality Agreement

Please sign the Confidentiality Agreement.

3. Code of Conduct for PEO Volunteers

Please review the Code and sign the Declaration on page 2.

4. Online modules*

- PEO – Our Mandate
- *Engineers Make a Difference for Equity and Diversity*

To view the above modules, please follow the steps below:

1. Go to <https://peo.lts-online.net/home>
2. Click on **Enroll Now** and then click on either **Register Now** to complete your registration or **Log In** if you have already registered.
3. Click on **Launch Course** to view the video. Save your certificates once complete.

Final steps

Please submit your certificates and signed documents to volunteering@peo.on.ca, with the name of your chapter in the subject line. PEO will then open your volunteer record. Thank you for volunteering with PEO!

*These online modules may be completed within your first six months of volunteering with the chapter.