

ST. JOSEPH'S HELPERS POLICY & PROCEDURES

AGE OF VOLUNTEERS

- Volunteers under the age of 16 may not work on any SJH project sites.
- Volunteers under the age of 18 must accompany an adult volunteer and must present a waiver of liability form signed by a parent or legal guardian when volunteering with SJH. Our volunteer coordinator will work with youth group leaders to provide opportunities for safe, meaningful participation in appropriate activities and settings that support our mission. There is no maximum age for SJH volunteers.

SAFETY

- Volunteers and SJH share responsibility for establishing and maintaining a safe work environment. To the extent feasible, SJH will attempt to ensure a safe work environment and to comply with federal, state, and local safety regulations although the work will be taking place in people's homes. In turn, you are expected to obey safety rules <https://www.michigan.gov/leo/bureaus-agencies/miosha/standards/standards-and-interpretations/construction-safety-and-health-standards> and to exercise caution in all of your work activities. You are asked to report any unsafe conditions to the SJH Executive Director immediately. **DO NOT PERFORM ANY WORK THAT YOU ARE UNCOMFORTABLE PERFORMING OR THAT YOU FEEL IS UNSAFE OR DANGEROUS.** Any accident, which results in injury, regardless of how insignificant, must be reported promptly to the SJH Executive Director.

ABSENCE AND LATENESS

- The positions that volunteers fill are critical to achieve the SJH mission. If you fail to show up, others must take on the tasks you were expected to accomplish. If you are unable to attend a scheduled work day, or if you will arrive late, please contact the SJH Executive director with as much notice as possible.

CASE NUMBER

- It is imperative that a volunteer have a case number that has been assigned to them by the Executive Director of SJH before any work is to be performed by the volunteer. Keeping track of project case numbers helps us with fund raising, and assists us in recognizing the hard work that you all do.

CONFIDENTIAL INFORMATION

- SJH has an obligation to homeowners, volunteers and donors to maintain their confidentiality and to respect their privacy. Every person served by SJH has the right to confidentiality. If you are aware of a homeowner issue that requires immediate attention, especially if it involves volunteers, please direct your concern immediately to the SJH Executive Director.

HARRASSMENT AND DISCRIMINATION

- SJH is firmly committed to providing a positive environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment.
- SJH prohibits any actions, words, jokes, or comments based on an individual's sex, gender, sexual preferences, ethnic background, age, religion, physical condition, veteran's status, socioeconomic status, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive or hostile environment is prohibited.

- SJH prohibits any harassment between volunteers, homeowners, or any other person. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. Misconduct applies to males and females, and includes harassment between individuals of both sexes and the same sex. Any volunteer who believes he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behavior is unwelcome. In addition, volunteers who believe they have been harassed should immediately report the matter to the Executive Director.

VOLUNTEER CONDUCT

- SJH may terminate the services or participation of a volunteer for failing to uphold any portion of the volunteer handbook.
- Although it is not possible to list all the forms of behavior or conduct that are considered unacceptable, the following are examples of infractions or conduct that may result in the limitation or termination of the volunteer relationship.
- Theft or inappropriate removal or possession of SJH or homeowner property.
- Misuse of SJH's funds, equipment, or materials.
- Falsification of timekeeping records.
- Performing services while under the influence of alcohol or drugs.
- Possession, distribution, sale, transfer, or use of alcohol or drugs while performing services.
- Fighting or threatening violence while performing services.
- Boisterous or disruptive activity while performing services.
- Negligence or improper conduct leading to the damage of property.
- Repeated failure to carry out a reasonable work assignment.
- Gross misconduct.

- Violation of safety or health rules.
- Abuse or mistreatment of homeowner.
- Engaging in any unlawful harassment or discrimination.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, while performing services.
- Excessive absenteeism without notice.
- Releasing confidential information.
- Performing work at a home without a proper case number.
- Soliciting volunteers to work with you on a project without them having been previously approved and authorized by SJH

I have received a copy of the St. Joseph's Helpers Volunteer Handbook and Policy Manual and understand I should consult with the Executive Director if I have any questions about the policies or procedures contained therein.

I understand that from time to time there may be revisions to the Volunteer Handbook and Policy Manual.

Such revisions will require the prior approval of the Executive Director and will be communicated to volunteers.

I have entered into my volunteer relationship with SJH voluntarily and acknowledge there is no specified length of volunteering. Accordingly, either SJH or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this manual is neither a contract of employment or volunteering, nor a legal document.

Although some or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this handbook and any revisions made to it.

MEDICAL DISCLOSURE

I hereby certify that I do not have any injuries, disabilities, or physical limitations that would impair my abilities while performing my job for St Joseph's Helpers.

I have listed below any previous injuries, disabilities, or physical limitations that would restrict me from performing the daily tasks asked of me. I have also notified a staff person of these injuries, disabilities, or physical limitations.

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