

# SAFETY, SECURITY & SOUNDNESS IN VOLUNTEERISM HANDBOOK



## **The Lion's Den Missions Base**

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## ***GREETINGS AND WELCOME!***

It is our pleasure to welcome you as a member of the volunteer staff of The Lion's Den Missions Base. "Volunteers are the lifeblood of The Lion's Den Missions Base" is more than a catchy slogan! In its inception, The Lion's Den Missions Base was founded by volunteers and run solely by volunteers. In philosophy and in practice, volunteers continue to be the core of our great organization. You are an integral part of a dynamic volunteer organization whose primary purpose is to improve the quality of human life and improve individual self-reliance and concern for others.

As a volunteer with TLD, you are a community relations representative both on and off the job. We ask that you learn about TLD as a whole entity, in addition to your specific assignment, so that you can speak knowledgeably about TLD in all your associations.

We think working with The Lion's Den Missions Base will provide you a special opportunity to put your gifts to use for others. The expressions of gratitude from those served can be very rewarding. We hope you will find your association a matter of both pride and satisfaction that will be mutually productive and enjoyable.

Dr. Jason Jackson  
Chairman & Founder

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## **SECTION 1: INTRODUCTION**

## **About This Handbook**

Welcome to The Lion's Den Missions Base (TLD). Thank you for joining our diverse group of TLD volunteers. This handbook was prepared to give you some essential information about the policies and expectations of The Lion's Den Missions Base. The handbook has been organized by topic to help you find information you need easily. You are also encouraged to talk with your Volunteer Supervisor, Coordinator and/or Volunteer Relationship Director if you have any questions about the content of this handbook.

TLD reserves the right to modify the policies in this handbook without prior notice. The policies described in this handbook replace all prior policies, handbooks or policy guidance provided.

Thank you for giving your time and talents to help others. We hope that you find volunteering with The Lion's Den Missions Base a positive and rewarding experience.

## **TLD History**

Birthered out of the vision of our Founder, Dr. Jason Jackson, The Lion's Den Missions Base (TLD) is driven by seeing ALL people fulfill their talents and gifts. TLD leaders and volunteers demonstrate compassion and sensitivity in the face of human adversity and life challenges. TLD has an aggressive goal of training and coordinating teams to deploy material and human resources and support throughout Continental US and abroad. To reach this goal, we enlist the service of gifted individuals, from all walks of life who are willing to be trained and mobilized in service to others. Wherever you live, whatever your background the Lion's Den Missions Base welcomes your talent. We use our vast network of government relationships, para-ministries and non-profit partners to overcome geographical hurdles. In short, once trained we will find a place where your gifts and talents may thrive.

Based on the core belief that there is a great need to transform the societies of the world into active participants, TLD was established to answer the call of creating platforms to mobilize those who wish to serve others. In other words, we turn "seekers" into "doers". We solve problems, improve lives, connect with others and strengthen communities, while transforming our own lives to its original purpose. We initiate partnerships at the local community, regional and national levels, to ensure strategic communication, response and delivery of services in disaster relief. We mobilize to identify shared interests and pool efforts, weaving them into a plan ready for action. We demonstrate, educate and provide training for skill acquisition. We intervene, facilitate and lubricate the wheels of change, bring stability and comfort during times of crises. With your help, we can go even further. We are the Lion's Den Missions Base. Join us in this mission to equip, train and mobilize in improving the lives of others. Everyone who wants to help others is welcome!

## **About The Lion's Den Missions Base Mission**

The Lion's Den Missions Base, a community support focused organization driven by volunteers. TLD provides disaster relief, emotional care, spiritual enrichment and material resource distribution to the communities it serves. TLD has supported global communities through its strength, solutions, speediness, and sustainability. The Lion's Den Missions Base fulfills its mission through the development of broad initiatives which are strategically selected to meet the needs of local, national and international communities while opening doors of opportunity for individuals to use their skills and talents. TLD initiatives allow individuals to match their unique skills with an identified need either directly, supportive as a donor, or as a resource partner. As such, everyone can connect with an initiative and take a leadership role at some level. **The only criteria for becoming connected with the Lion's Den Missions Base is the desire to help others and see lives change for the better.** In the process, the lives of those who provide help and those receiving help are both enriched by participating in TLD's:

- Volunteer Mobilization Initiative
- Life Engineering Initiative
- Community Support & Redevelopment Initiative
- Spiritual, Emotional and Organizational Leadership Initiative
- Crisis Counseling and Inner Healing Initiative
- Prison Outreach and Societal Reinstatement Initiative
- Intuitive Listening and Operation Initiative
- Rapid Response & Relief Team Initiative

## **Fundamental Principals of The Lion's Den Missions Base**

Volunteers are expected to adhere to the Fundamental Principles of The Lion's Den Missions Base. Our commitment to the Fundamental Principles brings us together with a common purpose and inspires us to excel and behave in ways that inspire the trust of those we serve. Each of us is responsible for upholding and living in accordance with these values every day. TLD Fundamental Principals include:

- Recognition of the Dignity and Worth of All People,
- Demonstration of Professional Emotional and Spiritual Care,
- Observance of Confidentiality,
- Promotion of Unity Between Professional Agencies,
- Recognition of Community Perspectives, and
- Support of All Unalienable of Rights Endowed by Our Creator.

## **The Concern Connection Hotline**

**1-954-376-3128**

It is your responsibility to be an active protector of the values that make us who we are. If a potential illegal, unsafe or unethical situation arises in TLD workplace, speak up! If possible, notify your Volunteer Supervisor or any Director with whom you feel comfortable. If attempts to resolve this at a local level are unsuccessful, call the Concern Connection Line.

## **SECTION 2: VOLUNTEER POLICIES**



### **Commitment to Volunteers, Diversity and Youth Involvement**

The achievement of the goals of TLD is best served by the active participation of members of the community. To this end, TLD accepts and encourages the involvement of volunteers at all levels of the organization and within all appropriate programs and activities.

Volunteers are viewed as a valuable resource and shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation and the right to recognition for work performed. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the values, goals and procedures of the organization. TLD is committed to diversity and inclusiveness. Our employees; volunteers; governance; customers; financial contributors; clients; suppliers and vendors should be representative of the diversity of the people residing in each local community TLD serves. We are committed to people diversity, program diversity and service diversity.

Youth volunteers are welcomed! However, as volunteers who have not reached age 18, youth volunteers must have the written consent of a parent or guardian prior to volunteering. The volunteer work assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

Youth are a vital link to the life of The Lion's Den Missions Base and the future of humanity. The Lion's Den Missions Base is committed to developing youth involvement so that young people may better serve their community and become the leaders of tomorrow.

### **Definition of a Lion's Den Missions Base Volunteer**

A TLD volunteer is an individual who, beyond the responsibilities of paid employment, freely assists The Lion's Den Missions Base in the accomplishment of its mission without expectation or receipt of compensation.

### **Role of The Board of Directors**

The Executive Directors of The Lion's Den Missions Base delegate authority and responsibility to the Board of Directors of each TLD for governance of TLD, delivery of authorized services in TLD's jurisdiction, and meeting corporate obligations to comply with corporate regulations. A list of current board members and committees is available from the Volunteer Relationship Director.

### **Volunteer and Employee Relationships**

The Lion's Den Missions Base is an organization governed, supported and primarily staffed by volunteers. Employees are supporters of and not substitutes for, volunteers. When possible, principal management roles are filled by teams of volunteer and employee management partnerships working together and sharing responsibility.

Volunteers serve in governance, management, direct service, support service, consulting and advisory roles. Volunteers may be involved in all programs and activities of the organization, and serve at all levels of skill and decision making.

Consistent with the strategic initiative of The Lion's Den Missions Base to inspire a new generation of doers, volunteers and employees are considered to be partners in implementing the mission and programs of TLD. Volunteers and employees have equal and complementary roles to play.

### **What You Can Expect As A TLD Volunteer**

Your responsibility as a volunteer:

1. Be realistic and candid in accepting your assignment, taking into consideration your interests, abilities, skills and availability, as well as the needs of TLD.
2. Learn your volunteer assignment as well as you can by completing all required training, asking questions and staying in touch with your supervisor.
3. Contribute to TLD by being reliable and dependable in doing your job and working with your co-workers.
4. Follow all policies and guidelines of TLD, sign a Code of Business Ethics and Conduct, observe confidentiality when needed, and engage in appropriate public behavior at all times.
5. Participate in the feedback process by letting TLD know how you feel about your volunteer experience and by giving constructive suggestions for improvement in any area.
6. Develop your skills as a volunteer by participating in additional training and development opportunities. Learn as much as you can to do the best job possible.

### **What You Can Expect TLD to Provide For You**

A suitable assignment based upon your interests, skills and availability, as well as TLD's needs.

1. Orientation and training to help you perform your job.
2. The opportunity to work as part of a team, to contribute to the welfare of community and the organization, and to be recognized for your contribution.
3. The support you need to do your job, including necessary equipment, supplies, work space and helpful supervision.
4. The opportunity to give feedback about your TLD volunteer experience.
5. The chance to grow and develop as a volunteer through participation in other TLD activities, special training events, meetings and more responsible positions.

### **Insurance for Volunteers**

In general, the Lion's Den Missions Base insurance covers volunteers while they are acting as agents for TLD for :

- Liabilities they might incur while performing TLD duties
- Liabilities incurred as a result of accidents while driving a TLD motor vehicle
- Medical expenses incurred in conjunction with their TLD volunteer activities (this insurance is limited to a maximum of \$10,000 and injured volunteers should first turn to their personal health and medical insurance)
- Wrongful acts such as any breach of duty, error, misstatement, or misleading statement by any volunteer which is committed while performing official duties on behalf of TLD

Questions about Insurance for volunteers can be referred to the Volunteer Relationship Director.

### **Dual Role of TLD Volunteers and Employees**

At times, employees of TLD may desire to volunteer for the organization. Exempt employees may volunteer for TLD. However, because of the overtime requirements of the Fair Labor Standards Act, non-exempt employees may only volunteer for TLD in certain limited circumstances. Specifically, a non-exempt employee is not permitted to volunteer his or her time to The Lion's Den Missions Base, except when *all* of the following conditions have been met:

1. The service is entirely voluntary with no promise of advancement or penalty for not volunteering -- that is, it is not coerced;
2. The volunteer work is sufficiently distinct from, and in a different capacity than, the work for which the non-exempt employee is paid. For example, a non-exempt employee who teaches any courses as part of his or her usual job functions may not "volunteer" to teach other courses; and
3. The volunteer neither expects to receive pay for the volunteer work nor receives any wages for the work.

Any employee who wishes to volunteer services for TLD must speak to his or her manager and the Human Resources Director before performing any such volunteer service. The employee must also complete a volunteer application form.

**SECTION 3: RECRUITMENT & SELECTION POLICIES**

### **Role of The Volunteer Relationship Director**

The productive involvement of volunteers requires a planned and organized effort. The function of the Volunteer Relationship Director is to provide a central coordinating point for effective volunteer placement within TLD, and to direct and assist volunteer and employee efforts jointly to provide more productive services. The Volunteer Relationship Director shall also bear responsibility for maintaining liaison with other volunteer programs in the community and assisting in community-wide efforts to recognize and promote volunteering. The Volunteer Relationship Director shall bear primary responsibility for planning for effective volunteer deployment, for assisting staff in identifying productive and creative volunteer roles, for recruiting suitable volunteers and for tracking and evaluating the contributions of volunteers to the organization.

### **Volunteer Records, References and Privacy**

TLD maintains personnel records of each volunteer which are the property of TLD and are confidential. Volunteers are required to notify the Volunteer Relationship Director of any changes in contact information (*i.e.*, emergency contact notification, information, home address, telephone number(s), e-mail address) and to report any additional educational and skill training acquired after joining TLD.

Volunteers may review their personnel records upon request in accordance with state law. Volunteers must notify the Volunteer Relationship Director and schedule a time that is mutually convenient.

### **Volunteer Position Descriptions**

Every registered volunteer position in TLD has a volunteer position description summarizing the principal duties, responsibilities, qualifications and essential work functions of the volunteer assignment. Volunteer position descriptions should be periodically updated to reflect changes in title, assignment or essential work functions.

### **Recruitment and Equal Opportunity**

Volunteers are recruited by TLD on a pro-active basis, with the intent of broadening and expanding volunteer involvement to assist in mobilizing communities to help people prevent, prepare for and respond to disasters and other life-threatening emergencies.

Volunteers are recruited without regard to gender, disability, age, race or other conditions. Volunteers are recruited based upon their skills, abilities and suitability to perform volunteer responsibilities. No final acceptance of a volunteer will take place without a specific written volunteer position description for that volunteer.

Our volunteer intake process is as follows: Prior to receiving an assignment, the prospective volunteer:

- Attends a volunteer recruitment/orientation meeting;
- Completes a volunteer application;

- Participates in a screening interview;
- Signs Code of Business Ethics and Conduct Certification and Disclosure form (and any release for background check)

Additionally, some volunteers, such as nurses or disaster mental health volunteers will need to provide proof of current licensure.

Exceptions to these procedures may be made under some limited circumstances such as when the community is experiencing a larger-scale disaster.

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met; no volunteer should be assigned to a “make-work” position and no position should be given to an unqualified or uninterested volunteer.

### **Recruitment of Minors (Parent/Guardian Release Form)**

Volunteers who have not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with the appropriate requirements of child labor laws. The Lion’s Den Missions Base is committed to developing youth involvement so that young people may better serve their community and become leaders of tomorrow.

### **Service At the Discretion of The Organization**

TLD accepts the service of all volunteers with the understanding that such service is at the sole discretion of TLD. Volunteers agree that the organization may at any time, for whatever reason, decide to terminate the volunteer’s relationship with TLD or to make changes in the nature of their volunteer assignment.

### **Nepotism and Fraternization**

TLD permits the volunteer involvement of qualified relatives of employees as long as such volunteer involvement does not, in the opinion of TLD create actual or perceived conflicts of interest. For purposes of this policy, “relative” is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, cousin or corresponding in-law or “step” relation, domestic partner or significant other with whom the volunteer has a relationship. TLD exercises sound business judgment in the placement of related volunteers in accordance with the following guidelines:

1. Individuals who are relatives may work in the same TLD facility, as long as no direct reporting or supervisory relationship exists. No volunteer is permitted to work within the “chain of command” of a relative such that the volunteer’s work responsibilities or career progress could be influenced by a relative.
2. No relatives are permitted to work in any positions in which TLD believes an inherent conflict of interest may exist.
3. Volunteers who marry or enter into a romantic relationship while volunteering are treated in accordance with these guidelines. If, in the opinion of TLD, an actual or apparent conflict arises as a result of marriage, one of the volunteers will be reassigned or volunteer involvement will end within 90 days if no reassignment is available.

This policy applies to all categories of volunteer assignment.

### **References and Background Checks**

TLD strives to maintain a safe and productive workplace with honest, trustworthy, qualified, reliable and non-violent volunteers and employees who do not present a risk of harm to their co-workers or others. TLD may perform, or may request that third parties perform, reference and background checks at any time in the application or volunteer management process. All reference and background checks will be performed in accordance with applicable federal and/or state law.

Reference and background checks may include volunteer history and education verification, criminal history, social security number verification and sex offender registry review, where available, and licensure and motor vehicle record if appropriate to the position. In conducting reference and background checks, TLD may use consumer reporting agencies to gather and report information to TLD in the form of consumer or investigative consumer reports. All reference and background check results will be maintained in a confidential file by the Volunteer Relationship Director.

Potential and current volunteers are expected to cooperate fully with reference and background checks. Cooperation includes, among other things, providing written consent to conduct a reference and background check and responding with truthful and complete information to inquiries made by TLD or third party investigators during the reference and background check process. Failure to cooperate in these respects, or any attempt to interfere with implementation of this policy, or TLD’s efforts to obtain relevant information, may result in discipline, up to and including termination of volunteer involvement.

### **Acceptance and Appointment of Volunteers**

Service as an Event Based Volunteer with the organization shall begin with an official notification of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of TLD, who will normally be the Volunteer Relationship Director. No volunteers shall begin performance of any position until they have been officially accepted for that position and have completed all necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete volunteer paperwork and shall receive TLD’s Safety, Security and Soundness in Volunteerism Handbook.

### **Emergency Contact Information**

It is the responsibility of each volunteer to regularly update their personal contact information and emergency contact information. This update can be made by contacting the Volunteer Relationship Director.

### **Former Employees As Volunteers**

Employees who have terminated their employment with TLD may apply for volunteer positions. Only those employees who resigned or retired "in good standing" will be considered for volunteer opportunities. Former employees of TLD will not be accepted for governance or leadership positions for at least two years after their employment has ended.

### **Placement With At-Risk Clients**

Where volunteers are to be placed in direct contact with at-risk clients, additional screening procedures may be instituted. These procedures may include reference checks, direct background investigation, criminal investigation, etc. Volunteers who refuse permission for conduct of these checks will not be accepted for placement with clients.



**Section 4: SUPERVISION, FEEDBACK, TRAINING, AND  
MISCELLANEOUS POLICIES**

### **Role of Supervisors**

Each volunteer has a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a volunteer or employee.

This supervisor is responsible for the day-to-day management and guidance of the work of the volunteer and shall be available to the volunteer for consultation and assistance.

The supervisor has primary responsibility for developing suitable assignments for the volunteer, for involving the volunteer in the communication flow of TLD and for providing feedback to the volunteer regarding their work.

A volunteer or employee who is assigned supervisory responsibility for volunteer(s) shall have this responsibility delineated in their position/job description.

### **Performance Feedback**

Volunteers and their supervisors are encouraged to have informal, open and honest discussion on an ongoing basis about work performance and goals of the volunteer. A more formal performance review may be conducted at any time at the discretion of the volunteer's supervisor. Performance reviews are intended to reflect the volunteer's effectiveness on the job, and are a continuing record of work performance. They allow the supervisor to measure the volunteer's work against the requirements of their positions, review results of negotiated business goals, and assess general performance behaviors.

Volunteers can expect to receive performance reviews at least annually after the close of TLD's fiscal year.

As a result of performance feedback, volunteer development activities may be pursued. Volunteer development is a collaborative effort between TLD, supervisors, and volunteers to align individual goals with the overall direction of TLD. Development efforts are focused on building the capabilities of all volunteers.

Short term, episodic and spontaneous volunteers also should receive regular feedback from their supervisors.

### **Training For Volunteers**

Volunteers and employees should have equal access to training for equivalent positions. All volunteers must go through TLD orientation.

### **Communicating With Volunteer Relationship Director**

A supervisor, site, director, coordinator is responsible for maintaining regular communications with the Volunteer Relationship Director regarding the status of the volunteer(s) they are supervising, and are responsible for the timely provision of all necessary paperwork to Volunteer Relationship Director. The Volunteer Relationship Director should be informed immediately of any substantial change in the work or status of a volunteer and should be consulted in advance before any corrective action is taken.

Questions and concerns about volunteering should be directed to the Volunteer Relationship Director at 954-376-3128.

### **Leaving Your Volunteer Assignment and Exit Interview**

A volunteer may decide to end his or her service with TLD at any time and for any reason. Notice of the volunteer's decision to separate should be communicated as soon as possible to the volunteer's supervisor.

Voluntary separation from TLD occurs when a volunteer dies, resigns, moves, or retires. Volunteers are encouraged to give TLD at least two weeks' notice of intent to resign in a written resignation letter stating the reason for leaving and the intended last day of work. A volunteer who does not report to work for three consecutive assignments without contacting his or her supervisor may be considered to have abandoned the position and voluntarily resigned from volunteer involvement. Involuntary separation occurs when a volunteer is discharged or when the position comes to an end.

On or before the volunteer's last day of work, an exit interview should be scheduled, at which time all TLD property must be returned. This includes The Lion's Den Missions Base authorized credit cards (including but not limited to rental car, car service, telephone) and The Lion's Den Missions Base properties (including, but not limited to, equipment, supplies, policy manuals, organization manuals, business documents, papers, files, proprietary information, computers and accessories, portable telephones, procurement cards, access cards, identification badges and keys). Settlement of volunteer obligations (e.g., advances) must also be completed at the time of termination/separation.

The interview should ascertain why the volunteer is leaving, suggestion for improving the position and the possibility of future volunteer involvement.

### **Awards and Recognition**

The Lion's Den Missions Base is committed to recognizing its volunteers and employees. TLD volunteers are eligible for a number of awards both locally and nationally. Service pins may be awarded on the one-year anniversary and in five-year increments thereafter. The Volunteer Relationship Director is available for additional information.

### **Reimbursement For Approved Expenses**

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for TLD. Volunteers should check with their supervisors regarding specific reimbursable items. Prior approval must be sought for any major expenditure.

### **Attendance**

TLD expects all volunteers to assume diligent responsibility for their attendance and promptness. Volunteers who are unable to come to work or who will be late should notify their supervisors at least one-hour prior to their scheduled start time.

Frequent absenteeism or lateness that is unexcused or excessive may result in disciplinary action, up to and including termination of volunteer involvement. Volunteers who have been absent for health reasons may be asked to provide fitness for duty certification prior to being allowed to return to active volunteering.

### **Work Schedules**

TLD establishes the time and duration of working hours as required by workload, customer service need, the efficient management of personnel resources, and any applicable laws. Daily and weekly work schedules may be changed from time to time at the discretion of TLD as needed. The schedule of work hours and meal period for volunteers is determined by the supervisor and changes in work schedules are announced as far in advance as practicable.

### **Inclement Weather**

Generally, this TLD office follows the Broward/Dade/Palm Beach County School District's closing policy for inclement weather and dangerous road conditions.

### **Holidays**

In order to maintain adequate staffing and community support levels, TLD may request volunteers to serve on holiday. Note: the volunteer may decline this request.

## **Section 5: SAFETY & SECURITY POLICIES**

## **Workplace Safety and Security**

In order to provide a secure, safe and healthy work environment for volunteers, TLD periodically provides information to volunteers about workplace safety, health, and security issues through regular internal communication means such as meetings, memos or other written communications. Volunteers are discouraged from bringing large amounts of cash or other personal valuables to work unless absolutely necessary. TLD is not responsible for volunteers' personal items that are lost or stolen.

Some of the best safety improvement ideas come from volunteers. Those with ideas, concerns or suggestions for improved safety and security in the workplace are encouraged to bring them to management's attention so that the safety and welfare of all volunteers can be improved. Volunteers should feel free to report, without fear of retaliation, any condition which they believe poses a safety, health or security risk in the workplace. TLD will investigate such reports promptly and thoroughly and take appropriate corrective action. Further, any comments or jokes regarding threats of violence will be taken seriously, and dealt with appropriately and promptly.

Each volunteer is expected to obey safety rules and to exercise caution in all work activities. Volunteers must immediately report any unsafe condition to their supervisor. Volunteers who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of volunteer involvement.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, volunteers should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance benefit procedures.

## **Injuries While Volunteering**

All volunteers are expected to follow appropriate safety guidelines while volunteering. However, even under the best circumstances accidents may occur.

If a volunteer is injured, even slightly, the volunteer is expected to immediately stop the activity that caused the injury and seek first aid or medical attention if necessary. The volunteer must inform his or her supervisor about the incident [and complete an incident report form]. If the volunteer is unable to reach the supervisor, then the volunteer must contact the Volunteer Relationship Director. The volunteer should not resume the activity until treatment has been provided and/or he or she has been given the approval from a supervisor to continue the activity.

Volunteers who become unable to work because of a volunteer related illness or injury must inform their supervisor as soon as possible.

## **Use of The Lion's Den Missions Base Vehicles**

From time to time, volunteers may be required to travel as part of their responsibilities. Volunteers who drive as part of their responsibilities are required to do so in a friendly,

courteous and safe manner. It is the policy of TLD to make sure its drivers are qualified and legally authorized to safely operate motor vehicles used in the course of company business. Only those volunteers who meet the qualifications of TLD's vehicle policy are allowed to operate TLD vehicles or operate a personal vehicle on TLD business.

Drivers are responsible for the safe operation of their vehicle. At no time are they permitted to subject a TLD vehicle to abuse through careless or reckless operation.

Drivers are required to notify TLD of license suspensions or revocations, and to report accidents or damage to company vehicles no matter how insignificant they appear within 24 hours. Drivers who fail to comply with these rules may face disciplinary action up to and including termination of volunteer involvement.

Seat belts must be used at all times, by both the driver and all occupants of the vehicle. Failure to properly use seat belts will also be cause for disciplinary action. No volunteer, while operating a TLD vehicle, or while driving his or her personal vehicle on TLD business, may use a hand-held cellular telephone. Smoking is prohibited in TLD vehicles.

No driver may operate a motor vehicle while the driver's ability or alertness is so impaired, through fatigue, illness, taking medication or any other cause, as to make it unsafe for the driver to operate the vehicle. Volunteers who drive TLD vehicles while under such conditions, which could impair their driving ability, face disciplinary action up to and including termination of volunteer involvement.

Drivers can be disqualified from driving vehicles for a number of reasons, including involvement in a number of accidents, or a demonstration of disregard for the safety of the public, as evidenced by excessive speeding, reckless driving, driving under the influence, driving while his/her license is suspended or revoked, other evidence of reckless driving, failure to report an accident and/or breaking any motor vehicle laws

Parking and traffic fines incurred while utilizing vehicles are the responsibility of the driver and will not be paid by TLD.

### **TLD Property**

TLD works to prevent property loss of any kind. All property used to conduct business belongs to TLD. TLD assumes no liability for personal property brought into the workplace or any TLD worksite.

### **Identification**

New volunteers will be issued identification badges which should be worn at all times on TLD premises or when serving on TLD business off-site. Identification badges are required to enter the building or to permit access to the site where their service will be performed. Lost badges should be reported to the Volunteer Relationship Director immediately so that a new badge can be issued. Badges must be turned in when a volunteer's service with the organization ends. Short term volunteers will be issued temporary identification badges with expiration dates.

## **Handling Money**

Whenever possible, two or more volunteers and/or employees should be involved when handling money, fees and donations to ensure that funds are adequately accounted for.



## **Section 6: CONDUCT POLICIES**

## The Lion's Den Missions Base Code of Business Ethics and Conduct

The Lion's Den Missions Base is a non-profit community support focused organization dedicated to providing services to those in need. TLD seeks to consistently achieve the highest ethical performance from its employees and volunteers. In an effort to maintain the high standard of conduct deserved by those served and to enable the organization to continue delivering effective services, The Lion's Den Missions Base operates under the Code of Business Ethics and Conduct outlined below. All employees and volunteers are required to sign the Code of Business Ethics and Conduct form certifying that, in delivering TLD services and in all other TLD activities, they shall meet the following standards of conduct:

- **Compliance Requirements.** All employees and volunteers are required to comply with applicable federal, state and local laws and regulations and with The Lion's Den Missions Base corporate policies and regulations.
- **Actions Prohibited by the Code of Business Ethics and Conduct.** No employee or volunteer shall engage in the following actions:
  - a) **Personal Use.** Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of The Lion's Den Missions Base, except in conformance with The Lion's Den Missions Base policy.
  - b) **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain of other than nominal value offered as a result of the employee's or volunteer's affiliation with The Lion's Den Missions Base.
  - c) **TLD Affiliation.** Public use of any TLD affiliation in connection with the promotion of partisan politics, religious matters or positions on any issue not in conformity with the official position of The Lion's Den Missions Base.
  - d) **Confidentiality.** Disclose any confidential TLD information that is available solely as a result of the employee's or volunteer's affiliation with The Lion's Den Missions Base to any person not authorized to receive such information, or use to the disadvantage of The Lion's Den Missions Base any such confidential information, without the express authorization of The Lion's Den Missions Base.
  - e) **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of The Lion's Den Missions Base in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
  - f) **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of The Lion's Den Missions Base and any organization in which the individual has a personal, business or financial interest. In the event there is a conflict, The Lion's Den Missions Base has a structured conflict of interest process. First, the individual shall disclose such conflict of interest to the chairman of the board or the chief executive officer of

the individual's TLD unit or the general counsel of The Lion's Den Missions Base, as applicable. Next, a decision will be made about the conflict of interest, and, where required, the individual may be required to recuse or absent himself or herself during deliberations, decisions and/or voting in connection with the matter.

- g) **Retaliation.** Retaliate against any employee or volunteer who seeks advice from, raises a concern with or makes a complaint to a supervisor or other member of management, the ombudsman, the Concern Connection Line, or any other whistleblower program, about fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the organization, its employees or volunteers.
  - h) **Contrary to the Best Interest of TLD.** Operate or act in any manner that is contrary to the best interest of The Lion's Den Missions Base.
- **Ombudsman Program – Informal Dispute Resolution.** The Lion's Den Missions Base has an organizational ombudsman designated as the neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to the many constituents with concerns or complaints about TLD. The constituents who seek the ombudsman's services are internal stakeholders, such as employees and volunteers, and external stakeholders, such as TLD clients, donors, suppliers, vendors and the public at large. The ombudsman provides a voluntary, confidential and informal process to facilitate fair and equitable resolutions and explore a range of alternatives or options to resolve the problems. If a formal investigation is what the individual seeks, referrals to the whistleblower hotlines may be appropriate.
  - **Investigations, Compliance and Ethics – Formal Dispute Resolution.** TLD emphasizes distinction between the actions of the ombudsman and the Investigations, Compliance and Ethics Office (IC&E) which conducts formal investigations into allegations of fraud, waste, abuse, TLD policy violations, illegal or unethical conduct or other improprieties regarding TLD. Usually, the allegations arise from whistleblower complaints of TLD employees and volunteers seeking formal review or investigations of their allegations of wrongdoing.
  - **Whistleblower Hotline Programs.** The Lion's Den Missions Base encourages open communications. All employees and volunteers are encouraged to bring any concerns they have regarding the organization or its employees and volunteers to their direct supervisor. If individuals seek an informal and confidential resolution, the ombudsman may be the appropriate choice.

If an employee or volunteer suspects or knows about misappropriation, fraud, waste, abuse, TLD policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its employees or volunteers, that individual should alert his or her supervisor or other member of local management. In those cases, where an employee or volunteer is not comfortable telling his or her supervisor or local management, the employee or volunteer may contact the Concern Connection Line at 1-888-309-9679.

# CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY AGREEMENT

## For All Volunteers

This Confidential Information and Intellectual Property Agreement (“Agreement”) is made as of the date of signature below (“Effective Date”), by and between The Lion’s Den Missions Base TLD, The Tree of Life Food Bank and all affiliated organizations (“TLD”), and the undersigned (“I,” “me” or “my”).

## Reasons for Agreement

I desire to volunteer or to continue to volunteer with TLD. I acknowledge that I may, in the course of my service to TLD (“Volunteer Service”), have access to or create (alone or with others) confidential and/or proprietary information and intellectual property that is of value to TLD. I understand that this makes my position one of trust and confidence. I understand TLD’ need to limit disclosure and use of confidential and/or proprietary information and intellectual property. I understand that all restrictions are for the purpose of enabling TLD to fulfill its humanitarian mission, to maintain donors, customers and clients, to develop and maintain new or unique products and processes, to protect the integrity and future of TLD and to protect the employment and volunteer opportunities of TLD. THEREFORE, I agree to the following:

### 1. **Definitions.**

“**Confidential Information**” shall include but not be limited to:

- i. information relating to TLD’ financial, regulatory, personnel or operational matters,
- ii. information relating to TLD clients, customers, beneficiaries, suppliers, donors (health and financial), employees, volunteers, sponsors or business associates and partners,
- iii. trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs,
- iv. contracts, product plans, sales and marketing plans, business plans and
- v. all information not generally known outside of TLD regarding TLD and its business, regardless of whether such information is in written, oral, electronic, digital or other form and regardless of whether the information originates from TLD or TLD’ agents.

**“Intellectual Property”** shall include but not be limited to:

- i. all inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs (including improvements and enhancements and regardless of patentability),
- ii. trade secrets and know-how,
- iii. all copyrightable material that is conceived, developed, or made by me, alone or with others,
- iv. trademarks and service marks and
- v. all other intellectual property.

Intellectual Property shall include any intellectual property created by me:

- i. in the course of Volunteer Service or using TLD time, equipment, information or materials, and
- ii. within one (1) year after termination of Volunteer Service and relating directly to work done during Volunteer Service.

Intellectual Property may be in any form, including but not limited to written, oral, electronic, digital or other form.

2. **Obligation of Confidentiality.** Except as may be required for the performance of my duties during Volunteer Service, or unless specifically authorized in writing by TLD, I shall not use or disclose, for my or for others' benefit, either during or after Volunteer Service, any Confidential Information.
3. **Disclosure and Ownership of Intellectual Property.** I (i) shall promptly and fully disclose to TLD any and all Intellectual Property, (ii) agree that all Intellectual Property shall be owned by TLD, (iii) agree to and do hereby assign, transfer and convey to TLD the entire right, title and interest in and to all Intellectual Property, (iv) will execute and deliver any and all documents, take all actions and render any and all assistance reasonably requested by TLD, during or at any time after Volunteer Service, to establish TLD' ownership of, or to enable TLD to obtain patents to or register copyrights of, any Intellectual Property, and (v) acknowledge that all Intellectual Property that is copyrightable subject matter and that qualifies as a "work made for hire" shall be automatically owned by TLD. In the event TLD is unable for any reason whatsoever to secure my signature to any document required to apply for or execute any patent, copyright, or other applications with respect to Intellectual Property, I hereby irrevocably appoint TLD and its authorized officers and agents as my agents and attorneys-in-fact to execute and file any such application and to do all other acts to further the prosecution and issuance of patents, copyrights, or other rights with respect to Intellectual Property with the same legal force and effect as if executed by me. *As a reminder, Intellectual Property shall only include intellectual property created by me (i) in the course of Volunteer Service or using TLD time, equipment, information or materials, and (ii) within one (1) year after termination of Volunteer Service and relating directly to work done during Volunteer Service.*

4. **Ownership and Return of Material.** All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received by me during Volunteer Service, and any tangible embodiments of such materials created by me, alone or with others, whether confidential or not, are the property of TLD. I shall return to TLD all such materials, including copies thereof, in my possession or under my control upon termination of Volunteer Service for whatever reason or upon the request of TLD. The return of such materials shall take place within twenty-four (24) hours of notice of termination or upon request of TLD, whichever comes first.
5. **Survival of Obligations and Enforcement.** The obligations that I have under this Agreement shall survive the termination of Volunteer Service, regardless of the reasons or method of termination. I agree that TLD shall be entitled to recover from me all attorneys' fees incurred in enforcing TLD' rights under this Agreement.

### **Harassment Free Workplace**

TLD is committed to a work environment free from unlawful harassment in which everyone is treated with respect and dignity while working, while on TLD premises, while traveling on TLD business, or at TLD social functions. TLD has zero tolerance for unlawful harassment.

Unlawful harassment is defined as harassment based on any characteristic protected by applicable federal, state or local law including race, religion, color, sex, national origin, age, veteran or disability status, which is sufficiently severe or pervasive as to alter the working conditions of a volunteer or employee. Examples of conduct prohibited by this policy include, but are not limited to:

1. Verbal or physical conduct that harasses a volunteer on the basis of a category protected by applicable federal, state or local law and that is sufficiently severe or pervasive as to create an intimidating, threatening, offensive or hostile environment.
2. Sexual displays or publications, or other verbal or physical conduct, where a volunteer is told either explicitly or implicitly that he or she must submit to the conduct to remain involved as a volunteer or where his or her reaction to the conduct is used as a basis for a management decision, such as evaluation, advancement, assigned duties, disciplinary action, or any other condition of volunteer involvement or career development. Examples of prohibited verbal or physical conduct include:
  - Unwelcome sexual advances;
  - Stalking, dating violence, date rape, or sexual assault;

- Persisting with romantic advances despite the rejection of the advances;
  - Requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or volunteer relationship;
  - Sexual jokes and innuendo; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, sexual activity, or sexual attractiveness;
  - Leering, whistling, or touching; insulting or obscene comments, sounds, or gestures; displays of sexually suggestive objects, cartoons or pictures.
3. Words, actions or visual matter that demean or show hostility toward an individual or group because of any characteristic protected by applicable federal, state or local law.

Volunteers are responsible for reporting any concerns regarding unlawful harassment to management pursuant to the Dispute Resolution Policy. Volunteers who act in good faith to report or assist in the investigation of a possible violation of this policy will not be retaliated against. If, after investigating any claim of unlawful harassment, TLD concludes that a volunteer has filed a claim in bad faith, provided false information regarding a claim, or refused to cooperate in an investigation of a claim, disciplinary action, up to and including termination of volunteer involvement, may be taken.

Violations of this policy will be dealt with appropriately and promptly. Corrective action may include, but is not limited to, training, referral to counseling, and/or disciplinary action up to and including termination of volunteer involvement.

### **Violence Free Work Environment**

TLD promotes a safe work environment for all volunteers and does not tolerate any type of violent behavior committed by or against volunteers. All volunteers are expected to conduct themselves in a professional manner and in accordance with the Code of Conduct.

Threatening or violent behavior committed by anyone against volunteers, employees, vendors or clients during work or off-duty hours will not be tolerated. Such behavior may include but is not limited to the following:

1. Physical injury to another person;
2. Threats;
3. Behavior that creates a reasonable fear of injury in another person;
4. Intentionally causing damage to TLD property or property of another volunteer or employee;
5. Possession of weapons (for example, guns, knives, clubs, explosive devices, etc.) on TLD property or while at TLD sponsored-activities; or
6. Committing acts motivated by, or related to, sexual harassment or domestic violence.

Statements or gestures which in any way suggest that the employee may engage in violent conduct will be taken seriously by management and responded to appropriately.

Volunteers have a responsibility to report any potentially dangerous situations or unauthorized

individuals on TLD premises to management immediately. Reports of statements or behavior which may violate this policy will be investigated promptly and in as confidential a manner as possible. A volunteer suspected of violent behavior may be placed on leave during an investigation until a course of action is determined.

Incidents involving violent behavior by a volunteer may warrant removal of the individual from the workplace until further evaluation determines his or her suitability for return to the workplace. An evaluation that finds a volunteer suitable to return to the workplace does not negate further disciplinary action up to and including separation.

### **Dispute Resolution**

TLD is committed to a work environment where all persons are treated with respect and dignity. TLD has therefore adopted the Dispute Resolution Policy to establish a comprehensive method of resolving volunteer concerns that builds trust and produces prompt and fair resolutions. The Dispute Resolution Policy may be used to resolve issues regarding any condition of volunteer involvement or the application, meaning or interpretation of any volunteer resource policy or procedure that affects the work activity of a volunteer.

Volunteers are strongly encouraged to follow the steps listed below to discuss any concerns with their supervisor.

#### **Step One**

The volunteer should promptly report a concern to his or her supervisor, who will investigate the matter and take appropriate action. Any supervisor who receives a concern alleging a violation of the Harassment Free policy will notify the Volunteer Relationship Director immediately.

If the concern the volunteer is having involves his or her supervisor, the volunteer should report his or her concern to the next level of management who will review the situation.

#### **Step Two**

If the problem is not resolved in Step One, the volunteer is encouraged to seek assistance from the Executive Director. In an effort to resolve the problem, the Executive Director will consider the facts, conduct an investigation, review the findings and recommendations and respond back to the volunteer. The Executive Director may ask the volunteer to put the concern in writing and provide appropriate documentation.

#### **Step Three**

If the volunteer is not satisfied with the decision of the Executive Director, he or she may prepare a written summary of the concerns and request that the matter be reviewed by TLD's HR Committee Chair or Board Chair. In these instances, the decision of the HR Committee Chair or Board Chair is final.

If the concern the volunteer is having involves the Executive Director, the volunteer should report his/her concern to the HR Committee Chair or Board Chair who will undertake an investigation. The investigation will include a full examination of the facts (which may include a review of the written summary of the volunteer's statement, discussions with individuals concerned, and a further investigation if necessary) and will advise the volunteer of its decision. The decision of the HR Committee Chair or Board Chair is final.



No volunteer will be retaliated against for acting in good faith to report a potential issue or for assisting in the investigation of a possible issue. If at any time during the process or investigation, TLD concludes that a volunteer has filed a claim in bad faith, has refused to cooperate in an investigation of an issue, or has provided false information regarding an issue, disciplinary action up to and including termination of said volunteer may be taken. TLD reserves the right to continue or suspend review of an issue if the volunteer raising the issue files a charge or complaint with an external agency or terminates their volunteer involvement.

### **Progressive Discipline**

TLD has adopted rules and standards to ensure productive, harmonious operations. The best interest of TLD lies in ensuring fair treatment of all volunteers and in making certain that discipline is prompt, fair and uniform.

TLD endorses a philosophy of progressive discipline in which it attempts to provide volunteers with notice of deficiencies and an opportunity to improve whenever practical or reasonable. Volunteers' performance and conduct is evaluated on an ongoing basis, with feedback provided when necessary. Informal discussions may be used to ensure that volunteers know and follow rules and standards. These discussions should focus on clarifying expectations, providing appropriate training and development and coaching volunteers.

In some cases, formal disciplinary action may be deemed appropriate. Progressive discipline steps may include, but are not limited to, verbal warnings, written warnings, suspension and separation from service. TLD retains the right to administer discipline in any manner it deems suitable and any of the steps listed above may be skipped. Termination of volunteer involvement may occur at any time without any progressive discipline steps having been taken.

### **TLD Communication Systems**

All communication systems are TLD property and are to be used for business purposes. Because these communication systems are provided for business purposes, volunteers should have no expectation of privacy regarding their personal use of any TLD communication systems, and their communications and systems use may be audited by authorized management at any time without notice. TLD communication systems include, but are not limited to, e-mail, telephone, Internet, fax, voicemail, bulletin boards, and interoffice mail. Volunteers are to use proper discretion in the amount and length of non-business use of TLD communication systems. Volunteers must be mindful that their association with TLD and TLD will be visible to any recipient of an electronic communication, and assure that their communications are consistent with TLD mission and accepted community standards.

Prohibited uses of TLD communication systems include, but are not limited to:

1. Developing, accessing or distributing material which:
  - harasses or disparages others, or contains ethnic or racial stereotypes, epithets or slurs;
  - contains pornography, profanity, violent or sexually explicit images, messages, or cartoons;
  - solicits for commercial ventures or outside organizations;

- advocates positions not officially endorsed by TLD
  - violates any applicable law
2. Personal mass e-mail distribution (“spamming”), unauthorized computer access (“hacking”), obtaining pirated software, or violating copyright protections.
  3. Distributing sensitive, proprietary, confidential, or private information of TLD and/or TLD without appropriate authorization.
  4. Obtaining unauthorized access to another volunteer’s or employee’s communication systems, or sending unauthorized communications under another colleague’s name.
  5. Conducting TLD business on a hand held cellular telephone while driving a vehicle

TLD communication systems may not be used in situations that violate Federal, State or Local Law. Inappropriate use of any TLD communication systems may result in disciplinary action, up to and including separation.

### **Non-Solicitation/Distribution of Literature**

Approaching fellow volunteers or employees in the workplace regarding personal activities, organizations or causes, regardless of how worthwhile, important or benevolent, can create unnecessary apprehension and pressures for fellow colleagues.

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, volunteers may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause in the workplace during working time. The workplace includes TLD buildings, parking lots and driveway areas and work areas in which TLD work is regularly performed. This policy also prohibits solicitations via TLD’s e-mail or other telephonic communication systems. Furthermore, volunteers may not distribute literature or printed material of any kind in work areas at any time.

Solicitation or distribution by non-staff is prohibited on any TLD property, including buildings and surrounding parking, patio, and driveway areas. Any requests from outside persons or organizations to sell merchandise, solicit contributions, distribute literature, arrange displays or utilize TLD facilities are to be referred to The Director of Communications.

### **Drugs and Alcohol**

TLD maintains a workplace that is free from the effects of drug and alcohol abuse. TLD will not tolerate any abuse of drugs or alcohol that imperils the health or well-being of its staff or the customers it serves, threatens its operation, or compromises the safety of its products and services.

TLD reserves the right to establish drug and alcohol search and screening procedures consistent with applicable laws, as deemed necessary. Implementation of search or screening procedures will be established only with the joint and prior approval of the Executive Director and the Board of Directors.

While on TLD property or while performing TLD business off premises, volunteers are prohibited from unlawful possession, use, manufacture, distribution, sale or dispensation of illegal drugs or alcohol. Such conduct is also prohibited during nonworking time to the extent

that it violates laws, negatively affects TLD activities, or adversely affects the reputation of The Lion's Den Missions Base. Volunteers who use legally prescribed drugs during work and have reason to expect that such use may affect their ability to perform work, must report this fact to the Volunteer Relationship Director. Volunteers, who are convicted of any drug- or alcohol-related offense, including pleas of no contest, are obligated to inform Volunteer Relationship Director within five days of said conviction or plea. Failure to comply with this regulation may result in disciplinary action up to and including termination of volunteer involvement.

### **Smoking**

TLD provides a smoke-free work environment. Smoking inside all TLD facilities, including owned and leased vehicles, is prohibited. Smoking is permitted in exterior designated smoking areas only. Smokers have a special obligation to keep outside smoking areas free of litter and to dispose of all smoking materials in proper receptacles.

### **Representing TLD**

Prior to any action or statement, which might significantly affect or obligate TLD, volunteers should seek prior consultation and approval from the Director of Communications. These actions may include, but are not limited to, public statements to the press, collaboration or joint initiatives or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the organization as specifically indicated within their position/job descriptions and only to the extent of such written specifications.

### **Media Inquiries**

TLD will provide a response to media inquiries as soon as possible, generally within 72 hours of receipt. Individuals designated to speak on the organization's behalf are the Director of Communications, the Executive Director, and the Board Chair. Management from TLD's communication and marketing divisions will route national media calls to the available spokespersons.

### **Dress Code**

Generally, business or business casual attire is considered appropriate for duty assignments at the facility. For field assignments, volunteers should appear groomed and neatly dressed for the task assigned.

### **Personal Phone Calls**

TLD expects that volunteers will limit the number of personal or cell phone calls received by volunteers while they are serving on TLD business.

## **Section 7: MISCELLANEOUS**

### **Work Site**

When possible, an appropriate worksite shall be established for volunteers. This work site shall contain necessary facilities, equipment, and space to enable the volunteer to perform duties effectively and comfortably.

### **Access to TLD Property and Materials**

As appropriate, volunteer staff have access to TLD property and materials necessary to fulfill their duties, and receive training in the operation of equipment. Property and materials shall be utilized only when directly required for TLD purposes. The specific department and service site to which a volunteer is assigned determines use of agency vehicles.

### **Income Tax Information For Deductible Expenses**

Some of the costs related to volunteering for TLD may be deductible from your income tax. Items you may be able to deduct include:

1. Automobile mileage to and from volunteer work using your personal vehicle
2. Parking fees
3. Special uniforms purchased, including the cost of cleaning them
4. Unreimbursed costs for meals and lodging while traveling on TLD business, for example, attendance at the National Convention

A complete description of federal tax deductions for volunteers can be obtained from the local IRS office. Ask for Publication #526: "Charitable Contributions."

### **Email**

Volunteers may be eligible for a network login and TLD e-mail address if it is necessary to complete their job and they are actively working in TLD office. See the immediate supervisor for more information and policy addendum attached.

### **Transfer of Records**

When transferring to another TLD division or location, volunteers may request that their records be sent to their new TLD of affiliation. The request must be in writing, include the address of the new TLD, and be signed by the volunteer.

### **Other Benefits**

From time to time, other specific training and development opportunities, conference attendance, or other benefits are available to volunteers. Up-to-date information will be provided by the Volunteer Relationship Director.

# APPENDIX A

## TLD-Owned, Leased or Rented Vehicle Policy

From time to time volunteers will be required to use a TLD-owned, leased or rented vehicle as part of their job duties. To be eligible to drive a TLD vehicle, volunteers must have:

- A current Florida driver's license (appropriate for the type of vehicle to be driven).
- A current certificate in First Aid Basics or equivalent.
- Have completed or will complete a defensive driving course.
- A driving history with no violations over the last three years, verified by the Texas Department of Public Safety.

In addition, the following conditions must be met:

- All accidents must be reported to the supervisor and the unit responsible for the vehicle within 24 hours of the accident.
- Mileage log, kept in each vehicle, needs to be filled out and any defect or maintenance needs to be reported.
- All drivers and passengers in TLD vehicles are required to wear safety belts.
- Drivers are not to use cell phones while driving; pull off the road to make or receive a call.
- All motor vehicle laws of the State of Texas will be followed. Traffic and parking fines are the responsibility of the driver and will not be paid by TLD.

All drivers are expected to exercise care, follow all operating instructions, safety standards, and guidelines when operating TLD vehicles. **The improper, careless, negligent, destructive, or unsafe use or operation of vehicles**, as well as excessive or avoidable traffic and parking violations, **can result in disciplinary action, up to and including termination of the volunteer relationship.**

# APPENDIX B

## THE LION'S DEN MISSIONS BASE CODE OF BUSINESS ETHICS AND CONDUCT CERTIFICATION

### CERTIFICATION OF COMMITMENT

I, \_\_\_\_\_, certify that I have read and understand the Code of Business Ethics and Conduct of The Lion's Den Missions Base and agree to comply with it, as well as applicable laws that impact the organization, at all times. I affirm that, except as listed below, I have no personal, business or financial interest that conflicts, or appears to conflict, with the best interests of The Lion's Den Missions Base. I agree to discuss any conflicts listed below with the chairman of the board or the chief executive officer of my unit or the general counsel of The Lion's Den Missions Base and to refrain from participating in any discussions, deliberations, decisions and/or voting related to the matter presenting the conflict until such time as it is determined by TLD that the conflict is mitigated or otherwise resolved.

Describe any potential conflicts:

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At any time during the term of my affiliation with The Lion's Den Missions Base, should an actual or potential conflict of interest arise between my personal, business or financial interests and the interests of TLD, I agree to: (1) disclose promptly the actual or potential conflict to the chairman of the board or the chief executive officer of my TLD unit or the general counsel of The Lion's Den Missions Base; and (2) until TLD approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, decisions and/or voting related to the conflict of interest.

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Printed Name

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Date

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Signed Name

## APPENDIX C

# THE LION'S DEN MISSIONS BASE CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY CERTIFICATION

I, \_\_\_\_\_, certify that I have read and understand the Confidential Information and Intellectual Property Agreement of The Lion's Den Missions Base and I represent that the restrictions stated therein are necessary to protect TLD' legitimate interests, and that these restrictions will not prevent me from earning a livelihood.

VOLUNTEER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Volunteer ID Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department or Division

\_\_\_\_\_  
Title



# APPENDIX D

## TLD RECEIPT & REVIEW OF POLICIES FORM

Your signature on this receipt acknowledges that you have reviewed TLD's Safety, Security and Soundness in Volunteerism Handbook. Please sign and date the receipt and return it to the Volunteer Services Coordinator, Director or Supervisor for issuance of your TLD volunteer badge.

### **VOLUNTEER HANDBOOK STATEMENT OF CERTIFICATION**

I, \_\_\_\_\_, certify that I have received and reviewed The Lion's Den Missions Base Safety, Security and Soundness in Volunteerism Handbook.

I further understand that, by signing this statement as required, I am indicating that I have read The Lion's Den Missions Base Safety, Security and Soundness in Volunteerism Handbook and understand its contents, or have discussed questions I have with the Volunteer Relationship Director, Coordinator or Supervisor. I also realize that this statement will become a permanent part of my volunteer personnel file.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed Name

**The Following Pages Are Intentionally Left Blank for Notes**











