



Habitat for Humanity-Spokane

Volunteer Policy Manual

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Dear Volunteer:

Welcome to Habitat for Humanity – Spokane. As a Volunteer, you play a vital role in fulfilling our mission to build decent, affordable housing to those in need. You are extremely important to us and we desire to provide you with challenging and rewarding work. We hope you become an active member of the Habitat community.

We also strive to provide a work environment you can feel part of, and which allows you to grow professionally and personally. This Policy Manual allows you to become better acquainted with some of the policies and practices which guide Habitat's relationship with its Volunteers. Please contact Human Resources if you have any questions, now or at any time in the future.

My best wishes to you for a successful and rewarding service at Habitat for Humanity.

Sincerely,

Michone Preston, CFRE
Chief Executive Officer



INTRODUCTORY STATEMENT

This Manual is designed to acquaint you with Habitat Spokane and provide you with information about working conditions, and some of the policies affecting your time volunteering here. You should read, understand, and comply with all provisions of the Manual. It describes many of your responsibilities as a Volunteer. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Manual can anticipate every circumstance or question about policy. As Habitat Spokane continues to grow, the need may arise and Habitat Spokane reserves the right to revise, supplement, or rescind any policies or portion of the Manual from time to time as it deems appropriate, in its sole and absolute discretion. Volunteers will, of course, be notified of such changes to the Manual as they occur.



ACKNOWLEDGEMENT FORM

The Volunteer Policy Manual describes important information about Habitat-Spokane, and I understand that I should consult Human Resources regarding any questions not answered in the Manual.

I have entered into my Volunteer relationship with Habitat-Spokane voluntarily and acknowledge that this relationship may be terminated by either party at any time.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of Habitat-Spokane has the ability to adopt any revisions to the policies in this Manual.

Furthermore, I acknowledge that this Manual is neither a contract of employment nor a legal document. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained in this Manual and any revisions made to it.

INDIVIDUAL'S NAME (printed): _____

INDIVIDUAL'S SIGNATURE: _____

DATE: _____



DRUG FREE WORKPLACE VOLUNTEERS CONTRACT

NOTICE TO VOLUNTEERS

Drug Free Workplace

This notice is written pursuant to the Drug Free Workplace Act, 41, USC § 701 and the implementing regulations at 24 CFR 24.

Habitat for Humanity-Spokane is a Drug Free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in Habitat's workplace and program. Drug abuse violations in the workplace will result in immediate termination.

As a condition of volunteering at Habitat, the volunteer will abide by the conditions of this statement and also will notify Habitat for Humanity in writing of his/her conviction for a violation of a criminal drug statute, occurring in the workplace, no later than five (5) calendar days after such conviction. The Habitat for Humanity Affiliate will in turn notify Habitat for Humanity International within ten (10) calendar days after the receipt of such notice.

Definitions:

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1308.11-1308.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

I have read the above notice and understand that compliance with this statement is a condition of my volunteering with Habitat for Humanity-Spokane. I will notify Habitat for Humanity-Spokane in writing if I am convicted for a violation of a criminal drug statute, occurring in the workplace, no later than five (5) calendar days after such conviction.

Signature _____

Date: _____

103 Business Ethics and Conduct

Effective Date: 07/01/2012

The successful business operation and reputation of Habitat-Spokane is built upon the principles of fair dealing and ethical conduct of our Volunteers and employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Habitat-Spokane is dependent upon our donors, clients, volunteers and customers' trust, and we are dedicated to preserving that trust. Volunteers and employees owe a duty to Habitat-Spokane, its donors, clients, volunteers, customers, and Board of Directors to act in a way that will merit the continued trust and confidence of the public.

Habitat-Spokane will comply with all applicable laws and regulations and expects its directors, officers, employees, and volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with Human Resources for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Habitat-Spokane employee and volunteer. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action up to and including termination.

112 Non-Disclosure

Effective Date: 07/01/2012

The protection of confidential business information is vital to the interests and the success of Habitat-Spokane. Such confidential information includes, but is not limited to, the following examples:

- * Donor Information
- * Financial information

Volunteers who are exposed to confidential information may be required to sign a non-disclosure agreement. Volunteers who improperly use or disclose confidential business information will be subject to disciplinary action up to and including termination and legal action, even if they do not actually benefit from the disclosed information.

306 Volunteer Accident Insurance

Effective Date: 07/01/2012

Volunteers are covered under a volunteer accident insurance program through Habitat for Humanity International at no cost to the volunteer. This program covers any injury or illness sustained in the course of performing your duties during volunteer hours that requires medical, surgical, or hospital treatment. This coverage is secondary to any medical coverage you currently have.

Volunteers who sustain work-related injuries or illnesses should inform their supervisor immediately.

The volunteer and supervisor must fill out an accident report at the time of the accident for the insurance coverage to be effective. They will also get statements from any witnesses. This form must be turned into Human Resources immediately. When a claim is filed, CHUBB insurance will contact the volunteer about the claim. Habitat for Humanity-Spokane has nothing to do with the approval, payment or processing of an accident claim once it has been turned over to CHUBB.

401 Timekeeping

Effective Date: 07/01/2012

Accurately recording time served is the responsibility of every Volunteer. The time that will count as volunteer hours is the time actually spent performing assigned duties. If you are not working on a project, you will not be credited for those hours.

It is the volunteer's responsibility to record their hours on the timesheet given to them and to sign in on all volunteer sign in sheets at the job site. Hours will not be verified to an outside agency if these procedures are not followed. It is also the responsibility of the volunteer to know what date they volunteered. Habitat for Humanity-Spokane will not look up sign-in sheets without knowing the date the individual volunteered.

501 Safety

Effective Date: 07/01/2012

To assist in providing a safe and healthful work environment for AmeriCorps members, employees, volunteers and customers, Habitat-Spokane has established a workplace safety program. This program is a top priority for Habitat-Spokane. Human Resources has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Habitat-Spokane provides information to volunteer about workplace safety and health issues through safety orientation at the beginning of each shift.

Some of the best safety improvement ideas come from volunteers and employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of Human Resources. Reports and concerns about workplace safety issues may be made anonymously if the volunteer wishes. All reports can be made without fear of reprisal.

Each volunteer is expected to obey safety rules and to exercise caution in all work activities. Volunteers must immediately report any unsafe condition to the appropriate 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 actions including termination.

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

504 Use of Phone and Mail Systems

Effective Date: 07/01/2012

Personal use of the telephone for long-distance and toll calls is not permitted. volunteers should practice discretion when making local personal calls and may be required to reimburse Habitat-Spokane for any charges resulting from their personal use of the telephone. Use of cell phones is not permitted while volunteering. If you need to use the phone, please do so during breaks.

The use of Habitat-Spokane-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, volunteers should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

505 Smoking

Effective Date: 07/01/2012

Habitat recognizes an obligation to provide an environment reasonably free of health hazards and contaminants, which may adversely affect the safety and health of AmeriCorps members, employees, volunteers and customers.

While Habitat acknowledges that some individuals may wish to smoke, such action should not be permitted to endanger the health of non-smokers or to cause them unreasonable discomfort or annoyance. The preponderance of medical research shows that the health of non-smokers is endangered from secondary smoke. Therefore, smoking is not permitted in Habitat facilities or vehicles. Smoking is permitted outdoors in designated areas only.

This policy applies equally to all AmeriCorps members, employees, volunteers, families, customers and visitors.

508 Use of Equipment and Vehicles

Effective Date: 07/01/2012

Equipment and vehicles essential in accomplishing duties are expensive and may be difficult to replace. When using property, volunteers are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to AmeriCorps members, employees, volunteers or others. The supervisor can answer any questions about volunteer's responsibility for maintenance and care of equipment or vehicles used in service.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action up to and including termination.

516 Computer and Email Usage

Effective Date: 07/01/2012

Computers, computer files, the email system, and software furnished to volunteers are Habitat-Spokane property intended for business use. Volunteers should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Habitat-Spokane strives to maintain a workplace free of harassment and sensitive to the diversity of its volunteers and employees. Therefore, Habitat-Spokane prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

Habitat-Spokane purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Habitat-Spokane does not have the right to reproduce such software for use on more than one computer.

Volunteers may only use software on local area networks or on multiple machines according to the software license agreement. Habitat-Spokane prohibits the illegal duplication of software and its related documentation.

Volunteers should notify their immediate supervisor, the Chief Executive Officer or any member of management upon learning of violations of this policy. Volunteers who violate this policy will be subject to disciplinary action up to and including termination.

517 Internet Usage

Effective Date: 07/01/2012

Internet access to global electronic information resources on the World Wide Web is provided by Habitat-Spokane to assist volunteers in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Habitat-Spokane and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, members should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Habitat-Spokane. As such, Habitat-Spokane reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any volunteer, employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a member did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Volunteers are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by Habitat-Spokane in violation of law or Habitat-Spokane policies will result in disciplinary action. Volunteers may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action up to and including termination.

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Jeopardizing the security of the organization's electronic communications systems
- * Passing off personal views as representing those of the organization

518 Workplace Monitoring

Effective Date: 07/01/2012

Workplace monitoring may be conducted by Habitat-Spokane to ensure quality control, volunteers and employee safety, security, and customer satisfaction.

Computers furnished to volunteers are the property of Habitat-Spokane. As such, computer usage and files may be monitored or accessed.

Habitat-Spokane may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because Habitat-Spokane is sensitive to the legitimate privacy rights of volunteers, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

522 Workplace Violence Prevention

Effective Date: 07/01/2012

Habitat-Spokane is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Habitat-Spokane has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All AmeriCorps members, employees, including supervisors and temporary employees, and volunteers should be treated with courtesy and respect at all times. AmeriCorps members are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Habitat-Spokane without proper authorization.

Conduct that threatens, intimidates, or coerces another AmeriCorps member, Habitat employee, volunteer, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by AmeriCorps members, employees, as well as threats by customers, volunteers, vendors, solicitor, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Habitat-Spokane will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination.

Habitat-Spokane encourages volunteers to bring their disputes or differences with other volunteers or Habitat employees to the attention of their supervisors, or Human Resources before the situation escalates into potential violence. Habitat-Spokane is eager to assist in the resolution of volunteer and employee disputes, and will not discipline volunteers for raising such concerns.

701 Volunteer Conduct and Work Rules

Effective Date: 07/01/2012

To ensure orderly operations and provide the best possible work environment, Habitat-Spokane expects Volunteers and Habitat Employees to follow rules of conduct that will protect the interests and safety of all volunteers, Habitat employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination:

- * You cannot financially gain from any activity ie..keeping cash from recycling Habitat materials or selling Habitat owned items.
- * You cannot use tools that are donated to the Habitat Store for Sale
- * You cannot use free labor on your personal projects
- * You cannot Establish friendships or inappropriate relationships with customers or volunteers
- * Do not talk too much about personal life, bringing too much drama to the work place
- * Do not be responsible for giving AmeriCorps members or Habitat employees rides to work
- * Do not Buy excessive gifts for AmeriCorps members or Habitat employees
- * Do not lend money to AmeriCorps members or Habitat employees
- * Do not take time off early and be paid for it
- * Talking, texting, emailing on your personal phone
- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Habitat-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of Habitat-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workpla
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other Habitat-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of any Habitat policies
- * Unsatisfactory performance or conduct

703 Sexual and Other Unlawful Harassment

Effective Date: 07/01/2012

Revision Date:

Habitat Spokane is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Habitat Spokane will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic. Habitat Spokane provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of service; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Chief Executive Officer or Human Resources. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected

against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Chief Executive Officer or Human Resources so it can be investigated in a timely and confidential manner. Any volunteer who engages in sexual or other unlawful harassment will be terminated.

704 Attendance and Punctuality

Effective Date: 07/01/2012

To maintain a safe and productive work environment, Habitat-Spokane expects volunteers to be reliable and to be punctual in reporting for scheduled work and to work their entire shift. Absenteeism and tardiness place a burden on other volunteers and Habitat employees and on Habitat-Spokane. In the rare instances when volunteers cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor at least one hour in advance of the anticipated tardiness or absence.

Poor attendance, excessive tardiness and leaving a work shift early are disruptive. All of these may lead to disciplinary action up to and including termination.

705 Personal Appearance

Effective Date: 07/01/2012

PURPOSE

The objective of Habitat for Humanity-Spokane in establishing dress and grooming policies is to enable our volunteers to project an image of knowledgeable and trustworthy professionals for the families who seek our assistance and for other volunteers and general public who support our mission. It is, therefore, important that volunteers are well-groomed, neat, and dress appropriately for their job function. Our need for volunteer professionalism is also balanced with comfort and self-expression.

DEFINITIONS

- **Professional Business Attire** – Tailors one's clothing, grooming, and overall appearance to communicate a business position or occupation; Includes suits, dress pants (women: pant-suits, skirts, dresses, blouses), shirts with collars (men: pants/slacks, ties), jackets, with appropriate business shoes. All attire should be neat and clean.
- **Business Casual Attire** – Conveys a certain level of informality in workplace dress while still maintaining professionalism and respect for the organization and clients; Includes clothing that is comfortable and practical for work, but not distracting or offensive to others. (Generally, work attire will not include clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests.)
- **Construction / Warehouse-Store Site Attire** – Reflects variable weather conditions and the need for personal protective equipment; Includes covered shoes. (Dangling jewelry, necklaces, earrings, piercings, etc may violate safety standards.)
- **Casual Attire** – Allows jeans, sneakers and a more casual approach to dressing, although never potentially offensive to others; Encourages clothing that has the Habitat for Humanity-Spokane logo. All attire must be neat and clean.

DRESS STANDARDS - CIRCUMSTANCES

Professional Business Attire:

A professional appearance is required in formal business environments. These will include circumstances such as when traveling to see clients, attending exhibits & tradeshow when representing Habitat-Spokane, making speeches or presentations on behalf of the affiliate.

Business Casual Attire:

Such attire is appropriate for daily use in the office or store, particularly when dealing with customers and clients. [Business casual dress is the minimum standard that must be observed when you are representing Habitat-Spokane or interacting with customers or potential customers.]

Construction / Warehouse-Store Site Attire:

Such attire is appropriate for employees assigned to construction and/or warehouse work and for office employees who spend team build days at construction sites.

Casual Attire:

Casual attire may be worn on “Dress-Down Fridays” or on other days occasionally declared as dress-down days.

No dress /appearance code can cover all contingencies. Therefore, volunteers must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience any uncertainty about acceptable attire / grooming for your work, please ask your supervisor. You may also wish to seek more detailed guidance on work attire standards at

http://www.humanresources.about.com/od/workrelationships/a/dress_code.htm

INAPPROPRIATE DRESS AND GROOMING STANDARDS

Inappropriate items of clothing include, by way of illustration and not limitation:

- Sweatpants and/or exercise (spandex) pants
- Short-shorts
- Mini skirts
- Sun dresses, tops or dresses with spaghetti straps
- Midriff baring tops
- Halter tops
- Tops with bare shoulders
- Clothing that reveals excessive cleavage, back, chest, feet, stomach or undergarments
- Torn, frayed or dirty clothing is unacceptable.
- Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. (This includes images that are political in nature, sexually provocative, use profanity, or are insulting to others.)

Thongs, flip-flops, slippers, and bare feet are not acceptable. Athletic shoes, tennis shoes, and sneakers are permissible on “dress-down days” and at the construction / warehouse sites.

A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some people are allergic to chemicals in perfumes and colognes, so employees should use these with restraint. (Personal hygiene must be appropriate to the work situation.)

No pierced body part other than each or either ear lobe should have an earring, stud, hoop or other object inserted into it during or a small stud in the side of the nose. Habitat work hours, unless a) a very simple clear or skin-tone filler is used or b) the piercing is covered with a bandage, clothing or other appropriate materials. During work hours, a tattoo or other body marking may remain visible if it does not have an objectionable or obscene working or illustrations. Any tattoo, group of tattoos, or other body marking that may be questionable as to its appropriateness, should be fully covered by a bandage, clothing, or other appropriate materials. Any visible gang tattoos are strictly forbidden.

CORRECTIVE ACTION

If clothing or grooming fails to meet these standards, as determined by the volunteer's supervisor or other managerial staff, the member will be asked not to wear the inappropriate item in the given circumstances again. If the problem persists, the volunteer will receive a disciplinary action up to and including termination.

706 Return of Property

Effective Date: 07/01/2012

Volunteers are responsible for items issued to them by Habitat-Spokane or in their possession or control, such as the following:

- * software programs
- * cell phones
- * credit cards
- * equipment
- * keys
- * manuals
- * uniforms

All Habitat-Spokane property must be returned by volunteers on or before their last day of service. Habitat-Spokane may also take all action deemed appropriate to recover or protect its property.

710 Security Inspections

Effective Date: 07/01/2012

Habitat-Spokane wishes to maintain an environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Habitat-Spokane prohibits the possession, transfer, sale, or use of such materials on its premises. Habitat-Spokane requires the cooperation of all volunteers in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of volunteers but remain the sole property of Habitat-Spokane. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Habitat-Spokane at any time, either with or without prior notice.

712 Solicitation

Effective Date: 07/01/2012

In an effort to ensure a productive and harmonious environment, persons not employed or in service by Habitat-Spokane may not solicit or distribute literature in the workplace at any time for any purpose.

Habitat-Spokane recognizes that volunteers may have interests in events and organizations outside the workplace. However, volunteers may not solicit or distribute literature concerning these activities during service time. (Service time does not include lunch periods, breaks, or any other periods in which volunteers are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- * Family Stories
- * Employee and AmeriCorps member announcements
- * Job openings
- * Organization announcements
- * Workers' compensation insurance information
- * State disability insurance/unemployment insurance information

714 Drug Testing

Effective Date: 07/01/2011

Habitat-Spokane is committed to providing a safe, efficient, and productive work environment for all employees and volunteers. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, volunteers and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination.

Habitat-Spokane will require a drug test for all employees, volunteers and AmeriCorps members who drive or operate a Habitat vehicles or piece of equipment for at least 50% of the time they are on duty.

Habitat employees, volunteers, and AmeriCorps members will be required to take a drug test immediately following any on the job accident.

Copies of the drug testing policy will be provided to all employees and volunteers. Employees and volunteers will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the Chief Executive Officer or Human Resources.

720 Casual Days

Effective Date: 07/01/2012

Revision Date:

The following information is intended to serve as a guide to help define appropriate casual business wear for all volunteers during designated casual days at Habitat-Spokane. Each Friday will be a designated casual day. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from your immediate supervisor.

Our primary objective is to have employees, volunteers and AmeriCorps members project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- * jeans
- * T-shirts
- * sweatshirts
- * athletic shoes

Examples of inappropriate clothing items that should not be worn on casual days include:

- * jeans that are excessively worn or faded
- * sweatpants
- * warm-up or jogging suits and pants
- * shorts
- * short shorts
- * spandex or other form fitting pants
- * miniskirts
- * spaghetti-strap dresses
- * T-shirts or sweatshirts with offensive messages or images
- * tank tops
- * halter tops
- * tops with bare shoulders unless worn under a blouse or jacket
- * visible undergarments
- * slippers
- * thong slippers

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

If you wear something inappropriate to the office, your supervisor or the Chief Executive Officer may ask you to return home to change. Employees, volunteers or AmeriCorps members who are asked to return home to change clothing will not be credited for the time they are away from the office.

722 Workplace Etiquette

Effective Date: 07/01/2012

Habitat-Spokane strives to maintain a positive work environment where volunteers and Habitat employees treat each other with respect and courtesy. Sometimes issues arise when employees, volunteers or AmeriCorps members are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with the individual to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Habitat-Spokane encourages everyone to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another person's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of others and the work environment. Please contact the Chief Executive Officer if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- * Return copy machine and printer settings to their default settings after changing them.
- * Replace paper in the copy machine and printer paper trays when they are empty.
- * Retrieve print jobs in a timely manner and be sure to collect all your pages.
- * Be prompt when using the manual feed on the printer.
- * Keep the area around the copy machine and printers orderly and picked up.
- * Avoid public accusations or criticisms of other AmeriCorps members and Habitat employees.
Address such issues privately with those involved or your supervisor.
- * Try to minimize unscheduled interruptions of other employees while they are working.
- * Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- * Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- * Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- * Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- * Refrain from using inappropriate language (swearing) that others may overhear.
- * Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- * Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- * Clean up after yourself and do not leave behind waste or discarded papers.

780 Interpersonal Relationships & Fraternization

Effective Date: 07/01/2012

While Habitat-Spokane encourages a collegial and supportive atmosphere at work for its employees and AmeriCorps members, interpersonal relationships between employees or AmeriCorps members may become a concern if they have the effect of impairing the work of any employee or volunteer; harassing, demeaning, or creating a hostile working environment for any employee or volunteer; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the company among its customers or in the community at large. For this reason, Habitat-Spokane reminds its employees, volunteers and AmeriCorps members that the following guidelines apply in their relations with other employees, volunteers and AmeriCorps members, both on and off duty:

1. A supervisor should not engage in any form of relationship with a subordinate employee, volunteer or AmeriCorps member that could potentially have the appearance of creating or promoting favoritism or special treatment for the subordinate individual. In the event of such a relationship, the individuals involved will be given the opportunity to choose which of them will be reassigned to an alternative position where favoritism or special treatment will not be an issue, or one or both them may be subject to dismissal, depending upon the nature of the situation. All employees, volunteers and AmeriCorps members, especially managers, are reminded that the qualities of good judgment, discretion, and compliance with guidelines are all taken into account when considering future advancement opportunities and salary increases.
2. If a relationship or social activity between two or more employees or AmeriCorps members:
 - a. has the potential or effect of involving the Habitat employee or member, their coworkers, or the company in any kind of dispute or conflict with other employees, AmeriCorps members or third parties;
 - b. interferes with the work of any employee, volunteer or AmeriCorps member;
 - c. creates a harassing, demeaning, or hostile working environment for any employee, volunteer or AmeriCorps member;
 - d. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
 - e. harms the goodwill and reputation of the company among its customers or in the community at large; or
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship,

The individual(s) responsible for such problems will be subject to counseling and/or disciplinary action.

3. No employee, volunteer or AmeriCorps member may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of the Chief Executive Officer.

4. Employees, volunteers or AmeriCorps members who conduct themselves in such a way that their actions and relationships with each other become the object of gossip among others in the office, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees or AmeriCorps members involved should request guidance from HSM to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

Friendships and social contacts between employees, volunteers and AmeriCorps are not a matter of concern as long as they are consistent with the above guidelines. Employees, volunteers or AmeriCorps may address any questions on this policy to the Chief Executive Officer or Human Resources.

802 Recycling

Effective Date: 07/01/2012

Habitat-Spokane supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at Habitat-Spokane:

- * computer paper
- * newspaper
- * corrugated cardboard
- * aluminum
- * glass
- * plastics
- * printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees, volunteers and AmeriCorps members are encouraged to make a commitment to recycle and be a part of this solution.

Whenever possible, employees and volunteers of Habitat-Spokane are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Habitat-Spokane is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Officer Manager.