



# ***Volunteer Handbook***

2021

**Dear Growing Home Volunteer,**

**Welcome to Growing Home!** To carry out our mission of guiding children and their families on a path to a brighter future, Growing Home relies on the help of many dedicated volunteers that work alongside our staff. You are joining a cadre of passionate individuals all working to help families find stability and work towards achieving their dreams. This handbook is your reference guide for information about Growing Home, our work, procedures, and practices. Please carefully review this guidebook and keep it handy for future reference, should you need it.

We envision our community working together so that all children and their families have a place to call home, food on the table, and the opportunity to pursue their dreams. To this end, we embody the following core values: **Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.** This Grow Code serves as a guide in how we embody these core values. We ask that all volunteers adhere to the Grow Code while representing Growing Home inside and outside the office.

**Grow Code:**

- We **Respect** and care for those we serve and for one another. We welcome diverse perspectives and backgrounds.
- We focus on **Effectiveness.** We expect results, evaluate what we do, and rely on the resulting data and outcomes for decision-making. We do what works and we do it well.
- We create space for **Learning.** We always strive for our best and expect the best from those with whom we work. Along the way, we honor mistakes and imperfection as opportunities for growth.
- We encourage shared responsibility through **Collaborative Leadership.** We nurture community ownership of our mission and we work to foster confidence in everyone we touch. We want to share the tools for success.
- We operate with **Professionalism.** We demonstrate excellence, accountability, resourcefulness, customer service and competence.
- We cultivate **Inclusivity** in all we do. We take the time to listen, and to welcome and value the richness of diverse community. We commit to working through the tensions that arise in the midst of genuine community.

The work you do on behalf of Growing Home and our community is important, we are thrilled you have chosen to volunteer here. Our community, including you, is what makes Growing Home the organization that it is.

Thank for your time and commitment! I hope that your experience with us will be fulfilling! Sincerely,

Karen Fox Elwell President & CEO

## **ABOUT GROWING HOME**

Growing Home has provided services to strengthen families, nurture children, and connect community since its inception in 1998. The organization began when its founder, Kathleen Drozda, met an unhoused woman living in her car, parked at the hospital where she worked. This chance meeting awakened Drozda to the problem of suburban homelessness and was the spark that led her to start the Adams County Interfaith Hospitality Network, which later became Growing Home.

Over the years Growing Home evolved from a temporary housing program to offer wrap-around services and dual-generation programming so all family members might thrive. This growth was conscious and intentional, as Growing Home's leadership recognized that homelessness has many contributing factors, and that successfully addressing this problem requires an array of interventions to best serve our participants.

Today, Growing Home serves participants with intensive supports to overcome immediate and long-term obstacles impeding stability and self-sufficiency. Growing Home's wrap-around approach provides intensive supports to strengthen participant families during times of crisis by offering food, shelter, and homelessness prevention assistance. Early childhood interventions nurture children from birth through age eight with evidence-based programs that help prepare young kids for kindergarten and keep older kids on the path to success. Growing Home creates community by supporting neighborhood leaders as they leverage their collective power to improve conditions for themselves and their neighbors. Growing Home combines high quality direct service strategies with efforts to advance systems change to build equity of opportunity for all.

### ***Mission Statement***

*Growing Home's mission is to guide children and their families on the path to a brighter future.*

### ***Vision***

*We envision our community working together so that all children and their families have a place to call home, food on the table, and the opportunity to pursue their dreams.*

## GROWING HOME PROGRAMS

Growing Home transforms lives by *Strengthening Families*, *Nurturing Children*, and *Connecting Community*.

This comprehensive approach allows Growing Home to address the needs of the whole person, whole family, and whole community, to reach fuller and longer-lasting outcomes.

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### Strengthening Families

**Food Pantry:** Serving as many as 360 households weekly with a 3-day supply of healthy, kid-friendly foods, including fresh produce, with a unique model that specifies the quantity to family size. Diapers and hygiene items are also offered when available.

**Homeless Prevention:** Growing Home works to prevent family homelessness by stabilizing at-risk families with emergency rent, mortgage, and utility assistance.

**Affordable and Transformational Housing:** Growing Home operates 20 affordable and transformational housing units. Transformational housing residents participate for up to two years, receiving reduced rent and increased support while acquiring additional schooling.

**Collaborative Coaching:** Growing Home offers an evidence-based case management approach designed to help families move from crisis to self-sufficiency. By partnering with participants, Family Success Coaches help the families acquire the resources, skills, and sustained behavior changes needed to achieve and preserve economic independence.

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### Nurturing

### Children

**Parents as Teachers (PAT):** This home-visitation program works with parents during the critical first five years of their children’s lives. Families learn to support their child’s social, emotional, physical, and intellectual development.

**Seedlings:** A ten-class curriculum series grounded in developmental science, psychological science, and neuroscience geared for expecting parents and parents of young children, in which parents receive real scientific information in accessible language and in manageable amounts.

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### Connecting

### Community

**Community Organizing:** Growing Home engages community members, identifies and trains neighborhood leaders, and supports residents as they empower each other to leverage their collective power to address priority issues identified by the community.

**Advocacy:** Growing Home monitors legislation around issues identified by families as important to them, and advocates for system changes that enhance family stability.

**Volunteerism:** Growing Home’s volunteers come from many different neighborhoods, professions, and social circles, but they all have one thing in common – they all want to give back to build stronger families and communities. Some are community members who find joy in helping others, while some are former program participants who have stabilized their lives and wish to support other families enduring similar struggles.

## **VOLUNTEER OPPORTUNITIES**

### **GROWING HOME AMBASSADOR**

This position is for people who have a passion for the mission of Growing Home and would like to get other people involved. All we need is for you to invite your network to upcoming Growing Home events, campaigns, and other opportunities. If you have a large network or belong to special purpose groups or clubs, then this would be a great position for you.

### **FRIEND OF THE FOOD PANTRY**

**(Mon-Fri 8:30 – 1:30 PM, Sat 8:30 – 12:30 PM):**

If you like to work with people, come offer a helping hand. Assist in the Growing Home Food Pantry. Check in participants, find and update client files, as well as help participants find resources for housing, education, and more.

### **FOOD RESCUE RANGER**

**(Mon-Fri, anytime between 9:00 – 11:00 AM)**

Help collect shipments for the Food Pantry! Pick up much needed food items from our various food partners. The food that is collected will go directly into the Food Pantry for participants.

### **SPECIAL OPPORTUNITIES AND GROUP PROJECTS**

We are always looking for new community partnerships with individuals, companies, or groups to help conduct food drives, hygiene drives, or help renovate our offices or affordable housing community. If you have a special project in mind, we would love to hear about it.

### **SEASONAL PROJECTS**

We have several, one time, opportunities throughout the year, including Thanksgiving meal kits and end of year holiday gifts.

For more information, please contact David J. Gonzalez at 720-407-1986 or [David@GrowingHome.org](mailto:David@GrowingHome.org)

## **VOLUNTEER RIGHTS & RESPONSIBILITIES**

### **Volunteers have the *RIGHT* to:**

- Be treated as a colleague and an equal.
- A suitable assignment (that considers preferences, temperament, and background).
- Know as much about the organization's mission as possible.
- Receive training for the job and continuing education within the program.
- Patient and thoughtful supervision.
- The opportunity to explore additional ways to volunteer.
- A variety of experiences.
- Have a voice (make suggestions, express honest opinions, and provide feedback).
- Workspace that is safe and equipped for the job.
- Be recognized and appreciated
- Have fun and enjoy their work!

### **Volunteers have the *RESPONSIBILITY* to:**

- Treat volunteering as a serious commitment.
- Attend volunteer orientation and any additional training required for the assignment.
- Observe the policies and procedures of the agency and program with which you are volunteering.
- Maintain confidentiality on all participant issues and other sensitive information.
- Demonstrate genuine respect and caring for those with whom you work and for whom you work.
- Be on time for assignment.
- Complete necessary paperwork, timesheets, sign-in, etc.
- Offer feedback and suggestions to Growing Home staff.
- Give at least two days' notice (if possible) if you are not able to come for an agreed upon time.
- Try to give at least two weeks' notice if resigning or taking vacation.
- Have fun!

## STANDARDS OF CONDUCT FOR GROWING HOME VOLUNTEERS

### OVERVIEW

The Growing Home Standards of Conduct have been informed by nearly 20 years of experience and feedback from volunteers like you, as well as participants and staff. The Standards of Conduct also summarize actions that we can all take to adhere to the many policies explored in this handbook.

The Standards of Conduct are designed to align with the commitment Growing Home has to access, justice, and equity. Understanding and abiding by the Standards of Conduct is the best way to ensure a healthy, safe, and respectable experience for all.

Any incident which involves a program participant, visitor, guest, volunteer, or employee that is not consistent with normal company work or activities must be reported to the staff of Growing Home. Start by reporting to Growing Home staff, if possible.

Growing Home prohibits employees, clients, volunteers, and interns from engaging in threatening, intimidating, bullying, or any other act, which in management's opinion, is inappropriate to the workplace. It also prohibits physical abuse, vandalism, arson, sabotage, or possession or use of knives, firearms, or other weapons on Growing Home property. Employees are expected to report any prohibited conduct to management and to contact law enforcement authorities if they believe there is a serious threat to their own safety and health or that of anyone else.

### STANDARDS OF CONDUCT

Growing Home volunteers will not:

1. Show up to their assignment late or be absent on more than 3 occasions without prior notification to Growing Home staff at least 48 hours in advance.
2. Break from established and accepted health and safety protocol in Growing Home facilities.
3. Engage in detrimental behavior, including exclusion, gossip, or organizational defamation.
4. Betray the confidentiality of a member of the Growing Home staff, volunteer, or participant.
5. Accept gifts, cash, or services from participants, or from staff in exchange for services.
6. Use or possess drugs, alcohol, or tobacco in Growing Home facilities, on premises, while volunteering with Growing Home third-party spaces, or while representing Growing Home.
7. Engage in intimate, amorous, or otherwise inappropriate relationships or association with Growing Home staff, volunteers, or participants.
8. Enact any form of violence including but not limited to verbal or physical harassment such as the use of profanity, lascivious acts, sexual innuendo, commenting on the physical appearance of another, non-consensual physical touch, and more as defined by but not limited to the unlawful harassment, sexual harassment, and threats and violence policies stated above.

## **COMPLAINT PROCEDURE**

Any incident which involves a program participant, visitor, guest, volunteer, or employee that is not consistent with normal company work or activities must be reported to the staff of Growing Home. Start by contacting Growing Home staff, if possible. If violence or abuse is suspected, the proper authorities will be contacted.

If you believe there has been a violation of the harassment guidelines or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. Growing Home expects volunteers to make a timely complaint to enable the organization to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Program Coordinator, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If the Program Coordinator is unavailable, or if you prefer not to go to this individual with your complaint, you should report the incident to the Program Administrator and/or Program Manager.

Growing Home prohibits retaliation against anyone for making a good faith complaint under this policy or for assisting in good faith an investigation. If you perceive retaliation for making a reporting an incident to your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If Growing Home determines that an individual's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of volunteer status.

## **ABIDING BY THE STANDARDS OF CONDUCT**

### **Accountability**

The policies, standards of conduct, and reporting and investigating processes are designed to imbue a sense of trust in all volunteers by creating systems of accountability so that all volunteers, staff, and participants abide by Grow Code, creating a positive volunteer experience for all involved.

### **Reputation**

As a Growing Home volunteer, you represent the organization and the values that we uphold. This means that you are accountable to all stakeholders, including staff, participants, donors, community organizations, and other volunteers. By signing the agreement below and volunteering with Growing Home, you agree to take this responsibility seriously and to approach it with honor.

### **Development**

The primary focus of volunteerism at Growing Home is to serve our communities while developing a community of incredible volunteers committing to guiding families and their children along the path to a brighter future. Along that journey, we expect to cultivate relationships and develop exceptional individuals with a spirit of philanthropy and respect for other community members.

### **Health and Safety**

It is only by following the standards of conduct and abiding by the policies in this handbook that the healthiest and safest experience will be created for all involved.



## **RESOLUTION POLICY**

Growing Home is a participant-centered organization, committed to equity and justice. Justice may take many forms. In the case of a violation of the volunteer standards of conduct Growing Home seeks to employ a restorative approach in resolving such incidents, while recognizing that to maintain the trust and ensure the safety of our community some violations might warrant immediate dismissal to be determined at the discretion of the Growing Home staff.

Generally, the Growing Home approach seeks to:

- Gather full information to the extent possible before reaching a decision
- Establish a forum so that all involved can give voice to their experience
- Provide fair resolution, including the opportunity to reconcile, learn, and grow from mistakes
- Safeguard the trust, health, and safety of the communities we serve

The following consequences may or may not be implemented at the discretion of Growing Home staff in the event of a violation of one or more of the standards of conduct, policies, or expectations otherwise set in this handbook. Growing Home takes our responsibility to our community of staff, participants, donors, community members and organizations, and volunteers very seriously.

If standard of conduct is violated, Growing Home staff reserves the right to take one of the following courses of action according to the number of violations, gravity of the violation, and other relevant factors:

- **Verbal Warning**
- **Signed Incident Form and Improvement Plan**
- **Dismissal from Volunteer Program**
- **Possible Legal Action**

If you were in some way involved in a violation of the standards of conduct, we invite you to provide feedback on the resolution process once the incident has been resolved. To provide feedback, please visit the Volunteer Feedback Form located on the Growing Home volunteer webpage.

## VOLUNTEER GUIDELINES

### HOLIDAYS

Growing Home currently observes the following holidays each year (offices will be closed):

Growing Home Holidays
Holiday
New Year's Day
Martin Luther King Jr. Day
Cesar Chavez Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving
Day After Thanksgiving
Christmas Day

The Food Pantry is closed New Year's Day, Independence Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day, but open other holidays. When a holiday falls on a Saturday, it will be observed the preceding Friday. If on a Sunday, it will be observed the following Monday.

#### Applications:

Growing Home accepts volunteer interest forms from individuals aged 14 years and older. Individuals under the age of 14 must be accompanied by an adult. Each individual attends an orientation as part of the volunteer onboarding process.

#### Background Checks:

For the safety of our guests and volunteers, Growing Home reserves the right to conduct background checks on all volunteers. Please, contact the staff for more information.

#### Commitment:

In order to provide the best services to our program participants, we ask volunteers to commit to the time period to which they have agreed. If you find that you cannot make your scheduled time, please contact staff.

It is important to us that every volunteer has a meaningful experience that matches your skills and interests with the right need. Please speak with the staff if your placement is not what you expected, if you have any questions, or if you would like to try something else.

#### Communication:

Growing Home encourages open communication. Volunteer ideas and suggestions are always invited. We have made many positive changes due to suggestions from volunteers and hope that new, innovative solutions will come from your feedback. That said, we cannot always implement or take action.

## HEALTH AND SAFETY POLICY

### WORKPLACE SAFETY

It is the responsibility of every employee and volunteer of Growing Home to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to Growing staff and/or Human Resources Department immediately. Failure to follow Growing Home's health and safety rules will not be tolerated.

### INCLEMENT WEATHER AND EMERGENCY SITUATIONS

Growing Home recognizes that inclement weather and other emergencies can affect our ability to open (or stay open) for business and volunteers' ability to get to work. The safety of our staff and volunteers is paramount in any emergency.

No policy can cover every potential emergency, so this policy covers the most common. Fortunately, emergencies and inclement weather days are infrequent, but these are the guidelines for when they occur.

### COMPANY CLOSURE

At the discretion of Growing Home, when an emergency such as these examples occurs, we may close:

- Excessive snowfall
- Electricity outage
- Heat outage
- Flooding impacting transportation
- Local school closure
- Governor declares a weather emergency and asks people to stay off the roads.

### NOTIFICATION

In an emergency, Growing Home will make every effort to notify volunteers of the closure by phone, text, and email. Closure may also be listed with local television stations and on our website.

When the organization is unable to notify volunteers of the closure, volunteers are asked to use common sense and make their best assessment of the safety and practicality of the situation. In a regional power outage, for example, volunteers will know that Growing Home is likely to have no power. If more than 12 inches of snow falls, volunteers should come to Growing Home, or attend to off-site responsibilities, only if they can do so safely.

### USE OF GROWING HOME VEHICLES

Growing Home vehicles are to be used for Growing Home business only and will only be approved in limited circumstances. The use of a Growing Home vehicle for personal use or outside business use is strictly prohibited.

State law requires all motorists to be licensed and to carry auto insurance. It is against the law to drive without insurance. Volunteers driving Growing Home vehicles must provide current proof of insurance and a copy of their driver's license. A new proof of insurance is required every time your policy expires and renews.

Drivers are to report all infractions or violations while driving a Growing Home-owned vehicle, and all restrictions, suspensions, or revocations against their driver's license to staff and/or the Human Resources Department immediately.

When a Growing Home vehicle cannot be operated, is unsafe for use, or has been damaged, notify Growing Home staff immediately.

The driver of a Growing Home vehicle is responsible for the vehicle while in his or her charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

Mileage while operating a company-owned vehicle must be logged with Growing Home staff.

No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of volunteer responsibilities, termination of volunteer status is possible.

### **USE OF PERSONAL VEHICLES**

Volunteers who operate their own motor vehicle as part of their volunteer duties must maintain a valid driver's license and acceptable driving record. Growing Home may run a motor vehicle department check to determine a volunteer's driving record. It is your responsibility to provide a copy of your current driver's license to Growing Home.

State law requires all motorists to carry auto insurance. It is against the law to drive without insurance. Volunteers using their own vehicle as a part of their activities must provide Growing Home with a current proof of insurance statement. A new proof of insurance is required every time your policy expires and renews.

Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to Growing Home.

Please do not transport program participants in your own vehicle. Contact Growing Home staff if a participant needs transportation.

Growing Home is not liable or responsible for accidents or driving infractions, or resulting legal fees or fines, incurred by volunteers while operating their own motor vehicle as part of their volunteer activities.

### **DETRIMENTAL BEHAVIOR**

Detrimental behavior includes but is not limited to the exclusion or disrespect of another for any reason, especially on the basis of age 40 and over, race, sex, sexual orientation, gender identity, creed, color, religion, national origin, ancestry, disability, military or veteran status, genetic information, marital status, or any other status protected by applicable federal, state, or local law. It also includes gossip defined as the spread of inaccurate information especially as may be damaging to the individual or organization.

## **PERSONAL APPEARANCE / DRESS CODE**

If you have any questions regarding the dress code or dress code accommodations, please contact Growing Home staff.

When working in Growing Home's Food Pantry, please remember to wear sturdy, closed-toe shoes, and clothing that is durable and comfortable considering the nature of the work to be done.

## **CONFIDENTIAL INFORMATION**

Occasionally, volunteers of Growing Home will have access to confidential information concerning the organization and our program participants. Confidential information includes, but is not limited to, financial information, information concerning grants to Growing Home, information concerning participants visiting the food pantry and those involved with various Growing Home programs (including Parents as Teachers, Seedlings, etc.), and similar subjects.

Any copying, reproducing, or distributing of confidential information in any manner must be authorized by Growing Home's CEO, or his/her designee. Confidential information remains the property of the organization and must be returned to Growing Home upon demand.

## **GIFTS AND GRATUITIES**

Volunteers are not allowed to accept money or gifts from program participants. Volunteers are not allowed to receive money from Growing Home staff in exchange for volunteer services completed, including gift cards. If you wish to give gifts to participants, please speak with a staff member.

## **NON-SOLICITATION GUIDELINE**

To avoid disruption of business operations or disturbance of employees, volunteers, visitors, and others, Growing Home has implemented a non-solicitation guideline. For purposes of the non-solicitation guideline, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization not directly related to Growing Home programs or activities. Solicitation performed through verbal, written, or electronic means is covered by these guidelines.

Volunteers are prohibited from soliciting others during their assigned working time. For this purpose, working time means time during which either the soliciting persons or the persons who are the object of the solicitation are expected to be actively engaged with Growing Home work or volunteer activities.

## **ASSOCIATION WITH PROGRAM PARTICIPANTS AND STAFF**

Volunteers must limit their relationship with program participants and staff to activities related to the specific program. Please do not give participants a ride in your car or your personal phone number or address. All contact with program participants and staff should remain at a professional level.

For the protection of our volunteers and program participants, please limit contact with families to public and/or open-door settings. Volunteers should never find themselves alone with a participant or guest, especially a child.

## **MANDATED REPORTER POLICY**

Growing Home staff and volunteers are mandated reporters.

## **DRUGS AND ALCOHOL**

It is the goal of Growing Home to foster an environment free from the behavior altering effects of drugs and alcoholic beverages. Use of alcohol and drugs alter volunteers' judgment resulting in increased safety risks, workplace injuries, and faulty decision-making. Therefore, participating in volunteer activities after the apparent use of alcohol or a controlled substance, or abuse of any other substances is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on Growing Home premises or while conducting Growing Home business is prohibited.

Alcoholic beverages served in conjunction with an authorized Growing Home event are an exception to this prohibition.

## **SMOKING**

All Growing Home facilities are smoke-free. Smoking is permitted only outside the buildings, in some cases. Ask staff members or host site representatives where smoking is permissible, if at all. We want to encourage program participants, especially the children, to live a smoke-free lifestyle, so if you do smoke, please do not do it in front of them.

## **UNLAWFUL HARASSMENT**

Growing Home (the Company) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, creed, color, religion, national origin, ancestry, disability, military or veteran status, genetic information, marital status, or any other status protected by applicable federal, state, or local law. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include, but is not limited to, the following:

- Written forms such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as derogatory comments, slurs, jokes, or epithets.
- Physical conduct such as non-verbal gestures, assault, or blocking an individual's movement.

This policy applies to all employees, volunteers, customers, participants, vendors, consultants, etc.

## **SEXUAL HARASSMENT**

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, Growing Home believes it warrants separate emphasis.

Growing Home strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or volunteer status.

- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or volunteer status.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- All volunteers are expected to conduct themselves in a professional manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
  - Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
  - Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated requests for dates.
  - Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

### **THREATS AND VIOLENCE**

Volunteers must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, bullying, carrying weapons onto Growing Home property, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, employees and volunteers must refrain from making inappropriate or offensive comments regarding violent events and/or behavior.

**Volunteers are expected to report any prohibited conduct to Human Resources Department or any member of company management.**

**Volunteers should immediately contact proper law enforcement authorities directly if they believe there is a serious and immediate threat to the safety and health of themselves or others.**

**ACKNOWLEDGMENT OF RECEIPT**

**I HAVE RECEIVED A COPY OF GROWING HOME’S VOLUNTEER GUIDEBOOK. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF GROWING HOME’S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.**

**THE LANGUAGE USED IN THIS GUIDEBOOK AND ANY VERBAL STATEMENTS OF GROWING HOME’S MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF ANY SORT, EITHER EXPRESS OR IMPLIED.**

**FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS GUIDEBOOK ARE SUMMARY GUIDELINES FOR VOLUNTEERS AND THEREFORE NOT ALL INCLUSIVE. THIS GUIDEBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE GUIDEBOOK OR ANY SUPPLEMENT. GROWING HOME RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF GROWING HOME, INC. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.**

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.**

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Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

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