

Beulah Grove Campus

Staff Volunteer Handbook

Revision Date: 2011

Dear Volunteers,

On behalf of your colleagues, we welcome you as a volunteer at the Beulah Grove Campus and wish you every success here.

We believe that each volunteer contributes directly to the Beulah Grove Campus's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our volunteers and to outline our policies. Volunteers should familiarize themselves with the contents of the volunteer handbook as soon as possible, for it will answer many questions about volunteering with the Beulah Grove Campus. The Campus reserves the right to revise any of the policies contained in this manual to meet ever-changing requirements in the best interest of our volunteers, our members, and our church.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Dr. Sam Davis
Pastor

Beulah Grove Campus

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Beulah Grove Campus and provide you with information about volunteering on our campus. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a volunteer. One of our objectives is to provide an environment that is conducive to both personal and professional growth and serves our Lord.

No volunteer handbook can anticipate every circumstance or question about policy. As the Beulah Grove Campus continues to grow, new needs may arise. Volunteers will, of course, be notified of such changes to the handbook as they occur.

In order to retain necessary flexibility in the administration of policies and procedures, the Beulah Grove Campus reserves the rights to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the CEO of the Beulah Grove Campus

This handbook is intended to provide volunteers with a general understanding of our policies. Volunteers are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning volunteering with the Beulah Grove Campus. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of volunteering between the Beulah Grove Campus and any of its volunteers.

However, this handbook cannot anticipate every situation or answer every question about volunteering. It is not a contract and is not intended to create contractual obligations of any kind. Neither the volunteer nor the Beulah Grove Campus is bound to continue the relationship if either chooses, at its will, to end the relationship at any time.

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Welcome to The Beulah Grove Campus

Vision

Mission

Our Team Philosophy

Values

Beulah Grove Church

$$V^2 + M = O$$

Vision x Values + Mission = Outcome

VISION

From the Cradle to the Grave

(Creating and developing ministries that will touch persons from the time they are born until they depart from this life)

MISSION

Seek, Save, Support, Shape & Serve

DESIRED OUTCOME

A Self-Sufficient Community

VISION plus MISSION equals
A SELF SUFFICIENT COMMUNITY

Building a Better Community One Life at a Time
Rev. Dr. Sam Davis, Pastor

Mission Statement
Seek, Save, Support, Shape & Serve

Definitions

“S”	Definition
SEEK	<i>To aggressively search for, find and recruit persons who are apart from Christ, lost dead in sins, living in fear and often without hope.</i>
SAVE	<i>The church will create an environment in which individuals are offered an opportunity and encouraged to claim their salvation.</i>
SUPPORT	<i>To embrace, assist and nurture individuals and families by providing a system of services and ministries.</i>
SHAPE	<i>To educate, empower and equip persons to maximize their potential by living out their created purpose in Christ.</i>
SERVE	<i>To encourage and provide opportunities for individuals and the church to use their time, talents, and gifts throughout the community, state, nation, and the world to share the bountiful blessings of God with others.</i>

OUR TEAM PHILOSOPHY

The success of Beulah Grove Campus (BGC) depends on a team of people working together to provide quality services to children and families. Our goal is to attract bright, talented people who work well together toward a common goal.

When we do not meet our own or our member’s standards, we look to find out what went wrong. We may make changes in the way things are done, or even in who is on the team, to make sure we all stay motivated and continue to develop creative ideas important to the future of the church. Unsatisfactory results are rarely viewed as the entire responsibility of one individual. When we are proud of our work, we congratulate all the members of the team (not just one person) for their excellent work.

Everything we do is a team effort. Every person is expected to do his or her assignments well. With the support we give each other and the excitement and enthusiasm we generate together, excellence never seems far from our collective reach.

Please join us in the team philosophy. We would like each person who volunteers here to realize his or her importance to the overall performance of Beulah Grove Campus

Values

VALUE 1:

BGBC will embrace and operate at all times on the spiritual principles taught by Jesus Christ and outlined in the Bible.

VALUE 2:

BGBC will align the behavior, practices and programs of the church to be consistent with its stated priorities and value system.

VALUE 3:

BGBC will create a diverse, inclusive environment aimed at serving all souls from the Cradle to the Grave.

VALUE 4:

BGBC, while not excluding anyone or denying the diversity of the CSRA and the global community, will promote and address issues of black identity, self-acceptance and self-love in its behavior, practices and program.

VALUE 5:

BGBC will train persons in church leadership at all levels in order to ensure that the direction provided to their divisions and ministries is aligned with the values, mission and goals of the church.

VALUE 6:

BGBC will create and maintain a plan of education for its members and the community to ensure a consistent understanding of the vision, mission and outcome goals of the church.

VALUE 7:

BGBC will allocate the necessary human, financial and physical resources in accordance with the priorities outlined in its mission and goals.

VALUE 8:

BGBC will create an urban renewal/development plan and partner with appropriate local, state and national organizations to achieve the physical renovation of the 30901 development project.

VALUE 9:

BGBC will utilize the “Tribal” system to educate and communicate how the self-sufficient model may be manifested and transcended beyond physical renovations in the local geographic community.

VALUE 10:

BGBC will create a process and tools for assessing its progress toward attainment of its goals.

About Volunteering at The Beulah Grove Campus

Volunteer Conduct and Work Rules

Drug and Alcohol Use

Attendance and Punctuality

Personal Appearance

Performance Evaluation

Volunteer Disciplinary Action

Ethical Behavior

Confidentiality

Sexual and Other Unlawful Harassment

Volunteer Conduct and Work Rules

The successful operation and reputation of Beulah Grove Campus is built upon the principles of fair dealing and ethical conduct of our staff, our members, and our volunteers. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as upholding the highest standards of conduct and honesty. The continued success of Beulah Grove Campus is dependent upon our members' trust, and we are dedicated to preserving that trust. Volunteers owe a duty to Beulah Grove Campus, its members, and her Ministries to act in a way that will merit the continued trust and confidence of the public.

Beulah Grove Campus will comply with all applicable laws and regulations and expects its managers, officers, 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 volunteers 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 the immediate supervisor and, if necessary, with the Pastor. Compliance with this policy of business ethics and conduct is the responsibility of every Beulah Grove Campus volunteer. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of volunteering.

To ensure orderly operations and provide the best possible work environment, Beulah Grove Campus expects volunteers to follow rules of conduct that will protect the interests and safety of all volunteers and the church. 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 of volunteering:

1. Theft or inappropriate removal or possession of property
2. Falsification of timekeeping records
3. Fighting or threatening violence in the workplace
4. Boisterous or disruptive activity in the workplace
5. Negligence or improper conduct leading to damage of employer-owned or customer-owned property
6. Insubordination or other disrespectful conduct or language
7. Violation of safety or health rules
8. Excessive absenteeism or any absence without notice
9. Unauthorized absence from workstation during the workday
10. Violation of personnel policies
11. Unsatisfactory performance or conduct

Drug and Alcohol Use

It is Beulah Grove Campus's desire to provide a drug-free, healthful, and safe workplace and worksite. To promote this goal, volunteers are required to report to work in appropriate mental and physical condition to perform their tasks in a satisfactory manner.

While on Beulah Grove Campus premises and while conducting business-related activities off Beulah Grove Campus premises, no volunteer may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on site only if it does not impair a volunteer's ability to perform the essential functions of their tasks effectively and in a safe manner that does not endanger other individuals in the workplace or at the worksite.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of volunteering, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Beulah Grove Campus is committed to providing a safe, efficient, and productive work environment for all volunteers. Using or being under the influence of drugs may pose serious safety and health risks. This is official notification that, Beulah Grove Campus as a church has adopted a DRUG FREE WORKPLACE POLICY. The following policy will be **strictly enforced** to protect this church's interest and status as a Drug-Free Workplace.

Attendance and Punctuality

To maintain a safe and productive work environment, Beulah Grove Campus expects volunteers to be reliable and punctual in reporting as scheduled. Absenteeism and tardiness place a burden on other volunteers.

Normal church business hours are from 8:30 a.m. until 5:30 p.m. Monday through Friday. Volunteers who are unable to report for work on time for any reason should personally call the office by 8:30 a.m. that morning.

Every volunteer must use the Sign In Log as follows:

1. Sign in upon arrival
2. When leaving the campus, sign out.
3. Sign out when departing for the day.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all volunteers and affect the business image Beulah Grove Campus presents to customers and visitors. During business hours, volunteers are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Volunteers who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Supervisors or department heads can answer any questions as to what constitutes appropriate attire.

Performance Evaluation

Supervisors and volunteers are strongly encouraged to discuss the volunteer's performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of a volunteer's initial period in any new position. This period, known as the introductory period, allows the supervisor and the volunteer to discuss the responsibilities, standards, and performance requirements of the new position.

Additional formal performance evaluations are conducted to provide both supervisors and volunteers the opportunity to discuss tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations are generally scheduled to be conducted on an annual basis.

Volunteer Disciplinary Action

The purpose of this policy is to state Beulah Grove Campus's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the volunteer for satisfactory service in the future.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of volunteering.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of volunteering - -depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Beulah Grove Campus recognize that there are certain types of volunteer problems that are serious enough to justify either a suspension, or, in extreme situations, termination of volunteering, without going through the usual progressive discipline steps.

A volunteer may be placed on performance probation if the performance deficiency persists. If performance does not sufficiently improved, a supervisor may recommend dismissal of the volunteer.

Ethical Behavior

Volunteers have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Beulah Grove Campus wishes the business to operate. The purpose of these guidelines is to provide general direction so that volunteers can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Pastor for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision that may result in a personal gain for that volunteer or for a relative as a result of Beulah Grove Campus's business dealings. Personal gain may result not only in cases where a volunteer or relative has a significant ownership in a firm with which Beulah Grove Campus does business, but also when a volunteer or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Beulah Grove Campus

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the volunteer is similar to that of persons who are related by blood or marriage. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if volunteers have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Pastor or a member of management as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and the success of Beulah Grove Campus. Such confidential information includes, but is not limited to, the following examples:

1. Compensation data
2. Member lists
3. Member and Program Financial information
4. Inappropriate personal information.

Volunteers who are exposed to confidential information may be required to sign a confidentiality agreement as a condition of volunteering.

Volunteers who improperly use or disclose confidential information will be grounds for immediate termination and legal action, even if they do not actually benefit from the disclosed information.

Sexual and Other Unlawful Harassment

Beulah Grove Campus is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

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:

1. Unwanted sexual advances.
2. Offering volunteering benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal sexual advances or propositions.
7. 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.
8. Physical conduct that includes touching, assaulting, or impeding or blocking movements.
9. 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: (a) submission to such conduct is made either explicitly or implicitly a term or condition of volunteering; (b) submission or rejection of the conduct is used as a basis for making volunteering decisions; or, (c) 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 in the workplace or at the worksite, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Pastor or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that 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 Pastor so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of volunteering.

About Communicating at Beulah Grove Campus

Communication Systems Policy

Computer Usage

Internet Use

Communication Systems Policy

All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the organization's information systems are the organization's property and are to be used solely for Church-related purposes. To ensure proper use of communications systems and business equipment, the Beulah Grove Campus may monitor the use of these systems and equipment from time to time.

The Beulah Grove Campus strictly prohibits non-Church-related uses of its software and business equipment, including but not limited to facsimiles, telecopiers, computers, and copy machines. Volunteers also are prohibited from using passwords, accessing files, or retrieving any stored communication without prior clearance from the Pastor or his designee. No employee may use a password unknown to the organization. Beulah Grove Campus reserves the right to inspect all equipment, files, software at any time and without prior notice.

Volunteers may be required to reimburse Beulah Grove Campus for any charges resulting from their personal use of the telephone. Personal calls are discouraged unless of an emergency nature.

To ensure effective telephone communication, volunteers should always use the approved greeting and speak in a courteous and professional manner.

Computer Usage

Computers, computer files, the e-mail system, and software furnished to volunteers are Beulah Grove Campus's property intended for business use. Volunteers should not use a password, access a file, or retrieve any stored communication without authorization.

Beulah Grove Campus strives to maintain a workplace free of harassment and sensitive to the diversity of its volunteers. Therefore, Beulah Grove Campus prohibits the use of computers and the e-mail 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.

Beulah Grove Campus 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, Beulah Grove Campus 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. Beulah Grove Campus prohibits the illegal duplication of software and its related documentation.

Volunteers should notify their immediate supervisor, the Pastor 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 of employment.

Internet Use

Internet access to global electronic information resources on the World Wide Web is provided by Beulah Grove Campus to assist volunteers in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Beulah Grove Campus and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, volunteers should always ensure that the business information contained in Internet e-mail 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 Beulah Grove Campus. As such, Beulah Grove Campus 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 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 volunteer 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.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Beulah Grove Campus in violation of law or Beulah Grove Campus policies will result in disciplinary action, up to and including termination of volunteering. 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:

1. Sending or posting discriminatory, harassing, or threatening messages or images
2. Using the BGC time and resources for personal gain
3. Stealing, using, or disclosing someone else's code or password without authorization
4. Copying, pirating, or downloading software and electronic files without permission
5. Sending or posting confidential material, trade secrets, or proprietary information outside of BGC
6. Violating copyright law
7. Engaging in unauthorized transactions that may incur a cost to the BGC or initiate unwanted Internet services and transmissions
8. 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
9. Sending or posting messages that defame or slander other individuals
10. Attempting to break into the computer system of another organization or person
11. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
12. Using the Internet for political causes or activities, religious activities, or any sort of gambling
13. Jeopardizing the security of the BGC electronic communications systems
14. Sending or posting messages that disparage another organization's products or services
15. Passing off personal views as representing those of the BGC

16. Engaging in any other illegal activities

**About Getting Things done
at Beulah Grove Campus**

Emergency Closings

Problem Resolution

Safety and Health Policies

Security Inspection

Smoking

Solicitation

Suggestion Program

Use of Equipment and Vehicles

Violence Prevention

Visitors in the Workplace

Volunteer Expense Reimbursement

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt church operations. In extreme cases, these circumstances may require the closing of the church.

Problem Resolution - Grievance Procedure

Beulah Grove Campus is committed to providing the best possible working conditions for its volunteers. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Beulah Grove Campus supervisors and management. Beulah Grove Campus strives to ensure fair and honest treatment of all. Supervisors, managers, and volunteers are expected to treat each other with mutual respect. Volunteers are encouraged to offer positive and constructive feedback.

If volunteers disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No volunteer will be penalized, formally or informally, for voicing a complaint with Beulah Grove Campus in a reasonable, business-like manner, or for using the problem resolution procedure. Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can all develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's security.

If a situation occurs when volunteers believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the Grievance Procedure. The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A grievance is a written complaint alleging that regulations or policies and procedures:

1. were not followed
2. were administered in a discriminatory (unequal) fashion; or
3. were administered in an arbitrary and capricious (unfair) fashion.

Situations may arise that are not covered by any existing policy and/or procedures but seem to merit action; these situations would be addressed in most cases by the development of new policies and procedures that apply to that type of situation in the future.

Before filing a grievance, direct discussion must take place between the person(s) whom the complaint involves. They must make more than one attempt to resolve any problem or conflict. All parties involved should note the date and time of the informal discussions. Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the next level with supervisors. More than one meeting should occur prior to the issue becoming a grievance.

If the informal discussion process fails, the grievance or complaint must be prepared in writing and given to the individual about whom the complaint is made. The staff person about whom the complaint is made will have a maximum of five working days to respond after receiving the written complaint. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the supervisor, who has five working days to hold at least one meeting and to make a recommendation.

If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the Human Resources Dept., who will make a recommendation concerning the issue as soon as possible. If a satisfactory resolution to the grievance is not made at this level, the Pastor will review the matter and will give a response within five working days.

The following concepts will be used for the written grievance procedure:

1. Information is submitted in writing, signed and dated;
2. No anonymous complaints will be accepted or considered;
3. Witnesses may be called at the discretion of the parties involved;
4. Supporting information may be submitted;
5. The content of all meetings are kept confidential, unless the complainant discusses the process with persons outside of the process. In such a case, staff may discuss the issue with the same persons.
6. Mediators or other neutral parties may be asked to assist in resolving differences.
7. Program officials, parents, and other authorities, as appropriate, should immediately deal with grievances alleging criminal acts or imminent danger to children.

Once a person has taken a grievance through all of the steps, the grievance may not be returned to the lower level of authority to begin all over again. The hierarchy of authority to resolve individual and/or community grievances is as follows:

1. Originator and staff person
2. Supervisor
3. Human Resources
4. Pastor.

Safety and Health Policies

Beulah Grove Campus provides volunteers with a safe and healthy work environment and provides the public with facilities and services, which meet a reasonable and acceptable standard of care. Beulah Grove Campus promotes safety procedures to provide a safe environment for volunteers and the public.

Beulah Grove Campus provides information to volunteers about workplace and worksite safety and health issues through regular internal communication channels such as supervisor-volunteer meetings, bulletin board postings, memos, or other written communications.

To reduce the possibility of injury, the Beulah Grove Campus strives to provide safe working conditions and equipment for all and promotes safe practices and procedures at all times. Volunteers can help by being alert to unsafe conditions, equipment or methods of operation, and by reporting these hazards to their supervisors. Volunteers are expected to perform their tasks and assignments in a safe manner and avoid running and moving equipment rapidly. If an incident should occur to a volunteer, it should be reported immediately to the supervisor. Any incident should be reported no matter how insignificant it may seem at the time it occurs.

In the event that a volunteer determines that he or she needs to go home after an injury on their assignment, that volunteer must first go to the Center for Community Health to be examined.

Security Inspection

Beulah Grove Campus wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Beulah Grove Campus prohibits the possession, transfer, sale, or use of such materials on its premises. Beulah Grove Campus requires the cooperation of all employees and 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 Beulah Grove Campus. Accordingly, they, as well as any articles found within them, can be inspected by the Pastor or his designee at any time, either with or without prior notice.

Beulah Grove Campus likewise wishes to discourage theft or unauthorized possession of the property of volunteers, Beulah Grove Campus, visitors, and members. To facilitate enforcement of this policy, the Pastor or his designee may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any volunteer who wishes to avoid inspection of any articles or materials should not bring such items onto Beulah Grove Campus's premises.

Smoking

In keeping with federal health and safety standards, we must create a smoke-free working environment to eliminate exposure to tobacco smoke by staff and individuals.

Therefore, in keeping with this requirement, all Beulah Grove Campus volunteers and volunteers are prohibited from smoking throughout the workplace. This policy applies equally to all volunteers, clients, and visitors. Smoking is prohibited in staff offices, kitchens, restrooms, and staff meeting rooms (used in evening as well as in day) hallways. Under no circumstances should smoking occur in the presence of children.

Smoke breaks must be taken as a part of a regular break schedule providing they do not interfere with normal operations and must take place outside of the buildings and out of public view in designated places.

Volunteers violating this policy are subject to disciplinary procedure up to and including termination. This policy applies equally to all volunteers, employees, and visitors.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by, or volunteers with Beulah Grove Campus may not solicit or distribute literature in the workplace at any time for any purpose.

Beulah Grove Campus 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 working time. Working time does not include lunch periods, work 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 Beulah Grove Campus communications and required state and federal postings.

Suggestion Program

Volunteers of Beulah Grove Campus have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-saving ideas. A suggestion is an idea that will benefit Beulah Grove Campus by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Beulah Grove Campus a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning staff and management are not appropriate suggestions. Volunteers may submit suggestions to the Pastor. As soon as possible, you will be notified of the status of your suggestion.

Use of Equipment and Vehicles

Equipment and vehicles essential are expensive and may be difficult to replace. When using property, volunteers are expected to exercise care 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 volunteers or others. The supervisor can answer any questions about a volunteer's responsibility for maintenance and care of equipment or vehicles used while on assignment.

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 of volunteering.

Violence Prevention

Beulah Grove Campus is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Beulah Grove Campus 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 staff, including supervisors, temporary volunteers, and volunteers, should be treated with courtesy and respect at all times. Volunteers 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 Beulah Grove Campus without proper authorization.

Conduct that threatens, intimidates, or coerces another employee or volunteer, a member, 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 volunteers and employees, as well as threats by customers, vendors, solicitors, 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.

Beulah Grove Campus 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.

Beulah Grove Campus encourages volunteers to bring their disputes or differences with other volunteers or staff to the attention of their supervisors or the manager before the situation escalates into potential violence. Beulah Grove Campus is eager to assist in the resolution of such disputes.

Visitors in the Workplace

To provide for the safety and security of volunteers and the facilities at Beulah Grove Campus, only authorized visitors are allowed in the workplace.

Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. In cases of emergency, volunteers will be called to meet any unauthorized visitor outside their work area.

All visitors should enter Beulah Grove Campus at the reception area. Authorized visitors will receive directions or be escorted to their destination. Volunteers are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Beulah Grove Campus's premises, volunteers or employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

Volunteer Expense Reimbursement

Volunteers must receive approval from the supervisor prior to making any personal purchases that might qualify for reimbursement. The items purchased must be for such materials, supplies, and services necessary for work and are not available through the regular purchasing procedures established by the department.

About Becoming a Volunteer at Beulah Grove Campus

Volunteer Applications

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Volunteer Applications

Beulah Grove Campus relies upon the accuracy of information contained in the volunteer application, as well as the accuracy of other data presented throughout the hiring process and volunteering. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Beulah Grove Campus's exclusion of the individual from further consideration for volunteering or, if the person has begun volunteering, termination of volunteering.

Volunteering Reference Checks and Inquiries

To ensure that individuals who volunteer at Beulah Grove Campus are well qualified and have a strong potential to be productive and successful, it is the policy of Beulah Grove Campus to check the volunteering references of all applicants.

Equal Opportunity

In order to provide equal opportunities to all individuals, decisions about volunteer placement at Beulah Grove Campus will be based on needs of the church, qualifications, and abilities. Beulah Grove Campus does not discriminate in opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Beulah Grove Campus will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of volunteering, including selection, task assignment, compensation, discipline, termination, and access to benefits and training.

Disability Act

Beulah Grove Campus is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in volunteering for qualified persons with disabilities. All volunteering practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all disabled volunteers, where their disability affects the performance of task functions. All volunteering decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Beulah Grove Campus is also committed to not discriminating against any qualified volunteers or applicants because they are related to or associated with a person with a disability. Beulah Grove Campus will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Beulah Grove Campus is committed to taking all other actions necessary to ensure equal opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.