

**CENTRO DE
SAN JUAN DIEGO**

VOLUNTEER HANDBOOK

NOVEMBER 2022

Centro de San Juan Diego Volunteer Handbook

Dear CDSJD Volunteer,

Thanks so much for your interest in CDSJD. We highly value our volunteers and the services volunteers provide to CDSJD.

We have established this Volunteer Handbook which include our policies and procedures to protect not only how we serve the community but also to protect our volunteers and CDSJD's Mission. It is imperative that you know and observe the procedures listed in this Volunteer Handbook.

After carefully reading this Volunteer Handbook, please sign and date the acknowledgement page and email or mail it back to CDSJD Co-Director(s).

The Co-Director(s) and CDSJD employees look forward to serving alongside you!

Co-Directors,
Dot Bennett
Jim Bennett

TABLE OF CONTENTS

1.0	GOVERNANCE, MISSION STATEMENT, AND FACILITY USAGE.....	4
1.1	Governance.....	4
1.2	Ecclesiastical Recognition	4
1.3	Mission Statement.....	5
1.4	Facility Usage – Faith Related Activities	5
1.5	Facility Usage – General Service and Activities	5
2.0	INTRODUCTION.....	6
2.1	Introduction to Handbook	6
2.2	Open Door Policy	6
2.3	Equal Employment Opportunity Commitment.....	6
3.0	VOLUNTEER APPLICATION PROCESS.....	7
4.0	VOLUNTEER TRAINING AND POLICIES	8
4.1	Volunteer Training – Volunteer Over 18	8
4.2	Volunteer Training – Minor Volunteer Under 18	8
4.3	Policy Against Child Abuse	8
4.4	Substance Abuse Policy	9
4.5	Harassment Policy.....	9
4.5.1	Complaint Procedure	11
4.6	Retaliation Policy	12
4.7	Volunteer/Child Protection Policy	12
4.8	Reporting Policy	12
5.0	VOLUNTEER GUIDELINES.....	13
5.1	Absences	13
5.2	CDSJD-Owned Vehicles/Driving Personal Vehicles for CDSJD Purposes	13
5.3	General Guidelines.....	14
5.3.1	Tobacco Use.....	14
5.3.2	Dress Code	14
5.3.3	Courtesy	14
5.3.4	Good Housekeeping.....	14
5.3.5	Office/Equipment Security	15
5.3.6	Confidential Information	15
5.3.7	CDSJD Property	15
5.3.8	Political Activities	15
6.0	GENERAL SAFETY RULES	16
7.0	STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT	17

CENTRO DE SAN JUAN DIEGO

VOLUNTEER HANDBOOK

1.0 GOVERNANCE, MISSION STATEMENT, AND FACILITY USAGE

1.1 Governance

Centro de San Juan Diego (CDSJD) is governed by a Board of Directors, which elects its own members and appoints officers of the Foundation. The Board has appointed the Co-Directors who are responsible for the overall supervision of the CDSJD and for overseeing all employees and volunteers.

1.2 Ecclesiastical Recognition

By official decree, the Catholic Diocese of Lexington, KY, has given ecclesiastical recognition to the CDSJD as an Apostolate of the Catholic Diocese of Lexington:

BISHOP OF LEXINGTON
DECREE

I, according to the canon 394,§2 CIC, to enact in law, the Ecclesiastical recognition of Centro de San Juan Diego; located in Lexington on Alexandria Dr.; in which persons may gather and reach out to others by providing, according to the teaching of the Catholic Church, spiritual, catechetical care and social services primarily to the Hispanic community, through a privately owned and financed nonprofit organization, the Centro de San Juan Diego Foundation, I do hereby decree and declare Centro de San Juan Diego as an Apostolate of the Dioceses of Lexington.

This DECREE becomes effective on July 13, 2020.

I instruct that this DECREE to be communicated and be published on the diocese website and in the next edition of the Cross Roads.

Given in Lexington, this 13th day of July, in the Year of Our Lord 2020.

John Stowe

Reverend John Stowe, OFM, Conv.

of Lexington

/s/ Karen Abbey

/s/

Most

Bishop

1.3 Mission Statement

CDSJD is a central location where we seek to put God’s love into action for those who may struggle to gain access to the basic needs of life so that they may never lose their faith in God and that their hope in Him may surpass everything. CDSJD is a place where community volunteers may gather and reach out to others by providing, according to the teaching of the Catholic Church, educational classes, spiritual and catechetical offerings, and social services, primarily to the Hispanic community. To paraphrase God’s teaching in Proverbs 3:27-28: We are called to not withhold good from those to whom it is due when it is in our power to do it.

1.4 Facility Usage – Faith Related Activities

Any use of the CDSJD facility must be pre-approved by the Co-Director(s).

These following faith related activities are the ONLY celebratory events that will be permitted in the large community room:

- Family celebrations after sacraments in a Catholic parish — baptism, first communion, confirmation, marriage — and Quinceañeras.
- Bible study, prayer services, faith formation for adults, Adoration, and Missionary Disciples classes and meetings.

1.5 Facility Usage – General Service and Activities

Any use of the CDSJD facility must be pre-approved by the Co-Director(s). The following list reflects general activities and services to be provided by the CDSJD. This list is not intended to be exclusive and can be supplemented only after approval by the Co-Director(s).

- **Educational Classes, Workshops, Seminars**
English as a second language (ESL), family nutrition, basic parenting skills, after school tutoring, emergency preparedness workshops, and seminars for fair housing opportunities.
- **Medical Activities**
Fundamental physical therapy (PT), basic hearing tests, basic eye exams, monitoring of diabetes, blood pressure; regular checks of cholesterol, triglycerides, etc., and interviewing candidates for Surgery on Sunday.

- **Counseling & Legal Services**
Individual and family counseling for common disorders like depression and addiction, as well as marriage and family issues; legal services for immigration services, vehicle and housing purchases; Notary Public Services; and Consular activities.

2.0 INTRODUCTION

2.1 Introduction to Handbook

CDSJD prepared this Handbook to provide all volunteers an overview of policies and procedures. This Handbook contains important information about CDSJD and information regarding privileges and responsibilities. All volunteers are expected to adhere to all guidelines set forth in this Handbook.

Although this Handbook addresses many matters of concern to a volunteer, it is not intended to be an exhaustive compilation of volunteer policies. Nothing in this Handbook is intended to create a contract of employment of a volunteer with the CDSJD or to create any expectation of continued volunteerism.

CDSJD reserves the right to modify, supplement, resend or revise any provision of this Handbook as necessary or appropriate at its discretion. Only the Co-Directors are authorized to revise any provision of this Handbook.

2.2 Open Door Policy

We encourage volunteers to assist in alleviating misunderstandings or uncomfortable situations in the work environment when such circumstances exist.

Any volunteer may speak to the Co-Director(s) as needed. All discussions will be treated confidentially by the Co-Directors and those involved will attempt to help the volunteer seek a solution.

2.3 Equal Employment Opportunity Commitment

CDSJD believes that all persons are entitled to equal employment opportunity and does not discriminate against its employees, applicants, or volunteers because of race, color, sex, religion, national origin, age, disability, or veteran status, and other applicable federal, state, and local laws. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship as well as all aspects of the CDSJD-volunteer relationship.

3.0 VOLUNTEER APPLICATION PROCESS

Prior to beginning service, an individual who wants to provide volunteer services at CDSJD must be approved by the Co-Director(s) pursuant to the following procedure:

1. Facility Coordinator or Co-Director(s) wishing to engage a volunteer must provide the Co-Director(s) with a complete written description of the duties, services, and physical requirements to be performed by the volunteer.
2. The potential volunteer must submit a completed "Volunteer Services Application" to the Co-Director(s).
3. The Co-Director(s) will review the application and, if the application is complete, the Facility Coordinator and/or the Co-Director(s) will meet with the applicant to review the application and ask any job-related questions to help determine whether the applicant may serve as a volunteer under CDSJD policy.
4. If engaging an applicant over the age of 18:
 - a. If the Co-Director(s) agree to engage the applicant as a volunteer, the Facility Coordinator or Co-Director(s) will notify the applicant of conditional approval and then shall conduct a criminal background check, which shall include review of state, federal and juvenile records. Convictions, guilty pleas and Alford/"no contest" pleas reasonably related to the applicant's anticipated volunteer duties and responsibilities will be grounds for denial of volunteer service at CDSJD.
 - b. Upon successful completion of all the steps outlined above, including successful completion of a criminal background check, the individual will be required to sign a Volunteer Service Agreement and undergo appropriate training. Thereafter, the volunteer may begin performing assigned and authorized volunteer duties at CDSJD.
5. If engaging an applicant under the age of 18:
 - a. If the Co-Director(s) agree to engage the applicant as a volunteer, the Facility Coordinator or Co-Director(s) will notify the applicant of conditional approval and then shall discuss the restrictions for minors working at the Centro.
 - b. Upon successful completion of all the steps outlined above, the individual will be required to sign a Volunteer Service Agreement and undergo appropriate training. Thereafter, the volunteer may begin performing assigned and authorized volunteer duties at CDSJD.

The Co-Director(s) will maintain a file for each CDSJD volunteer containing the relevant description of duties, services, and physical requirements; the Volunteer Services Application; the results of the volunteer's background check (if applicable); the volunteer's signed Volunteer Service Agreement; documentation of receipt of appropriate training by the volunteer; and any other documentation deemed necessary by the Co-Director(s).

4.0 VOLUNTEER TRAINING AND POLICIES

4.1 Volunteer Training – Volunteer Over 18

Ongoing training is an important, effective, and required step in fulfilling your responsibility as an CDSJD volunteer.

1. New Volunteer Training: Each new CDSJD volunteer will complete the appropriate sexual harassment/sexual awareness training prior to beginning to volunteer and any other training as so designated by the Co-Director(s).
2. Ongoing Volunteer Training: Each volunteer should attend any ongoing training sessions as designated by the Co-Director(s).
3. Periodic Volunteer Training: From time to time, CDSJD will provide training session to address specific needs and/or topics of interest for CDSJD volunteers.

4.2 Volunteer Training – Minor Volunteer Under 18

Ongoing training is an important, effective, and required step in fulfilling your responsibility as an CDSJD volunteer.

1. Specific Training for Minor Volunteers: The Co-Director(s) or Facility Director will review with the minor volunteer the policy regarding being in a location with a child. Minor volunteer MUST be accompanied at all times by an adult volunteer. If the adult volunteer must leave the area, the adult volunteer or employee must be notified to maintain the two-volunteer policy.
2. New Volunteer Training: Each new minor CDSJD volunteer will complete the appropriate training prior to beginning to volunteer and any other training as so designated by the Co-Director(s).
3. Ongoing Volunteer Training: Each volunteer should attend any ongoing training sessions as designated by the Co-Director(s).
4. Periodic Volunteer Training: From time to time, CDSJD will provide training session to address specific needs and/or topics of interest for CDSJD volunteers.

4.3 Policy Against Child Abuse

CDSJD supports and maintains a zero-tolerance policy against child abuse and neglect which includes, but is not limited to, physical or mental injury/abuse, sexual abuse, negligent treatment, or maltreatment. It is against the law and against CDSJD policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child.

CDSJD reserves the right to dismiss or to exclude from affiliation with CDSJD any volunteer or employee who is or has been convicted of child abuse or neglect of any child or youth.

CDSJD will neither condone nor tolerate:

- Infliction of bodily injury upon any child or youth, or physically or sexually abusive behavior towards a child or youth.
- Physical neglect of children/teenagers, including failure to provide adequate safety measures, care, and supervision in relation to CDSJD activities.
- Emotional mistreatment of children/teenagers, including verbal abuse and/or verbal attacks.

These behaviors will be immediately investigated and reported to the appropriate authorities.

All volunteers and employees should immediately report and document any incident of abuse of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.

The person reporting an incident of abuse shall contact the Co-Director(s). The reporter shall provide information regarding all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the Co-Director(s) receiving the report, together with the reporter, will make the report.

In addition to informing the Co-Director(s), you can also make an abuse report to the Kentucky Cabinet for Health and Family Services Abuse Hotline at 1-800-752-6200.

4.4 Substance Abuse Policy

The use, possession, distribution or sale of alcohol or illegal drugs, or being under the influence of controlled substances or alcohol, are strictly prohibited while volunteering, while on the CDSJD's premises, while driving a personal vehicle on behalf of CDSJD, and at any events sponsored by CDSJD.

It is not CDSJD's intent to interfere with volunteer's conduct while not volunteering for CDSJD; however, off-the-job alcohol or drug use which adversely affects job performance, jeopardizes a volunteer's safety or the safety of others on the job, or could affect the reputation of CDSJD, will be grounds for possible dismissal of the volunteer.

CDSJD reserves the right to conduct searches and inspections of CDSJD volunteers and their personal property during business hours.

4.5 Harassment Policy

CDSJD is committed to providing a workplace free of unlawful harassment, which includes harassment based on race, color, sex, religion, national origin, age, disability, or veteran status, and any other basis of discrimination covered by applicable federal,

state, or local law. It is the obligation of Co-Directors, employees, or volunteers to provide a work environment free of unlawful harassment.

CDSJD will not tolerate unlawful harassment of employees, volunteers, guests, or vendors by employees or volunteers. CDSJD's policy is that any form of unlawful harassment (including but not limited to verbal, physical and visual harassment) is unacceptable and will not be tolerated.

Any employee or volunteer who harasses another employee, volunteer, guest, or vendor will be subject to disciplinary action up to and including possible termination of employment. All employees or volunteers are encouraged to report incidents of harassment using the complaint procedure below. Any employee or volunteer who makes a complaint of harassment or provides information related to such a complaint or incident of harassment will be protected against retaliation.

Definition of Harassment

- Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance.
- Harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment or volunteerism or continued employment or volunteerism.
- Harassment also includes offensive sexual, racial, or ethnic slurs, jokes or other similar conduct.

Examples of inappropriate and prohibited workplace behavior include:

- Any conduct that has the purpose or effect of creating an intimidating, hostile or offensive environment.
- Unwelcome sexual advances, requests or demands for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made a term or condition of employment, volunteerism or service, or is used as the basis for decisions affecting an individual's employment or volunteer service.
- Displaying or distributing sexually suggestive objects, pictures, magazines, cartoons, or posters.
- Offensive comments, jokes, innuendoes, gestures or other conduct regarding an individual's race, sex, religion, national origin, color, age, disability, or veteran status, or any other characteristic protected by applicable federal, state, or local law.
- Inappropriate written communication, such as offensive letters, posters, notes, through email or otherwise.
- Inappropriate or unwelcome physical conduct, such as unwanted touching, grabbing, groping, leering, or sexual gestures.

These examples are not intended to be exhaustive or meant to exemplify what may or may not be deemed illegal or discriminatory conduct. Rather, they are examples of types of conduct CDSJD deems inappropriate for the workplace and will not tolerate.

4.5.1 Complaint Procedure

It is the desire of CDSJD to maintain an atmosphere of mutual respect.

CDSJD cannot correct harassment problems of which it is unaware. If a volunteer or employee believes they have been harassed by a co-worker, volunteer, or other individual at the CDSJD, regardless of whether that person is employed by or volunteers with CDSJD, or if they believe their employment or volunteer opportunity is being adversely affected by such conduct, they should immediately report such concerns, in writing, to: Co-Director(s) – Jim Bennett at jbennett@cdsjd.org and Dot Bennett at dbennett@cdsjd.org. If the volunteer or employee feels uncomfortable discussing the issue with the Co-Director(s), they should promptly notify the Facility Coordinator.

The complaint of harassment should be made in writing by the person filing the complaint. After a complaint of harassment is received, the Co-Director(s) or designee will conduct a prompt and impartial investigation. The investigation of any harassment complaint may include interviews of individuals believed to have information regarding the alleged harassment. All complaints of harassment will be handled in a discreet manner and information will be limited to those personnel with a need to know. The results of the investigation will be communicated to the complaining individual, to the alleged harasser and, if appropriate, to others directly concerned promptly after the Co-Director's(s') determination. CDSJD will maintain confidentiality to the extent it is possible but does not promise the investigation will be completely confidential. If a complaint of harassment is found to have merit, prompt and appropriate disciplinary action calculated to end the problem and prevent its recurrence will be taken, up to and including termination of the harasser. Appropriate action will be taken to remedy the injury, if any, to the individual subjected to the harassment.

Employees who receive complaints or observe harassing conduct are required to inform the Co-Director(s), no matter how insignificant it seems.

It is the obligation of all employees and volunteers to cooperate fully in the investigation process. In addition, disciplinary action will be taken against any employee or volunteer who attempts to discourage or prevent any harassment victim from using CDSJD's complaint procedure to report alleged harassing conduct.

4.6 Retaliation Policy

CDSJD prohibits any form of discipline, reprisal, intimidation, or retaliation for good-faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations. CDSJD will not tolerate retaliation against any employee or volunteer for cooperating in an investigation or for making a good-faith complaint of harassment. If an employee or volunteer believes he or she has been retaliated against for reporting harassment, for making a complaint of harassment, or for participating in an investigation related to harassment, the employee or volunteer should immediately report the alleged retaliatory action to the Co-Director(s).

4.7 Volunteer/Child Protection Policy

CDSJD intends to ensure the health, safety, and well-being of volunteers and children. As a precaution and to ensure strict accountability from one adult to another, volunteers must follow these rules:

1. **Two Volunteer Policy:** Two volunteers should remain together with children at all times. If a volunteer needs to leave a group of children, a volunteer or employee must be notified so that the two volunteer policy can be upheld.
2. **Restroom Policy:** Volunteers should provide assistance to a child using the restroom only if the child is three years or younger or has special needs requiring extra assistance. Only same-sex volunteers can provide this assistance.
3. **Minor Volunteers:** Minor volunteers must never be alone with a child/group of children without an adult volunteer present. If the adult volunteer has to leave the area, an adult volunteer or employee must be notified so that the two volunteer policy can be upheld.
4. **Verbal Interactions:** Verbal interactions between volunteers and children should be positive and uplifting. CDSJD volunteers should strive to keep verbal interactions encouraging and constructive. To this end, volunteers should not talk to children and youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, degrading, or humiliating. In addition, volunteers are expected to refrain from swearing in the presence of children and youth.
5. **Visibility & Security:** It is important that all interaction between children and employees/volunteers happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and volunteer or employee disappear behind a closed door with no visibility to outsiders.

4.8 Reporting Policy

It is the responsibility of all Board members, employees, or volunteers to report to the Co-Director(s) any accidents or incidents involving participants and concerns about

violations of CDSJD's policies and procedures; federal, state, and local laws; administrative regulations; or other ethical issues. It is also the responsibility of all Board members, Co-Director(s), employees, and volunteers for safeguarding the nonprofit's resources by establishing and maintaining sound internal controls designed to detect and deter potential misuse of resources, by taking action to minimize financial loss when misuse occurs, and by correcting abuse. All Board members, Co-Director(s), employees, and volunteers are responsible for reporting improprieties they observe.

The person reporting may choose to do so anonymously via mail or through other means of communication.

All efforts will be made to protect the confidentiality of those who report financial improprieties and choose to do so anonymously. However, in certain situations, it is impossible to keep the individual's identity confidential.

No retaliatory action will be taken against those who report truthful information, even if the person incorrectly believes that a violation has occurred, about the commission or possible commission of any reported violation of CDSJD's policies and procedures; federal, state, or local laws; administrative regulations; or other ethical issues.

5.0 VOLUNTEER GUIDELINES

CDSJD takes seriously the obligations to those we serve and requires volunteers to abide by the following guidelines.

5.1 Absences

Volunteers are responsible for their assigned shifts. Should the need arise for a volunteer to be absent, it is the volunteer's responsibility to notify the Facility Coordinator or Co-Director(s) as soon as possible.

5.2 CDSJD-Owned Vehicles/Driving Personal Vehicles for CDSJD Purposes

No volunteer is authorized to drive a CDSJD-owned vehicle.

No volunteer can be under the influence of alcohol or any illegal controlled substance while operating a personal vehicle for CDSJD purposes. No volunteer may text while operating a personal vehicle for CDSJD purposes.

All volunteers driving a personal vehicle for CDSJD purposes must notify the Co-Director(s), in writing, if their driver's license is suspended, revoked, or expires at any time during employment, if they are charged with driving while intoxicated (DWI), or if cited for any moving violation. All volunteers driving a personal vehicle for CDSJD purposes must always maintain the required minimum level of automobile insurance

coverage. Failure to comply with any of these restrictions is cause for disciplinary action, possibly including termination.

Volunteer agrees to release and hold harmless CDSJD, its Board, or its employees from any and all liability, cost or damages should any damage occur to any volunteer's property or person, or due to any injury or even death which may occur to them while operating a personal vehicle for CDSJD purposes. Volunteer agrees to indemnify and reimburse CDSJD for any and all liability, cost or damages that CDSJD may incur arising out of the use of a personal vehicle for CDSJD purposes.

5.3 General Guidelines

5.3.1 Tobacco Use

The use of tobacco in any form is prohibited in the CDSJD building, the parking lot, or at any events sponsored by CDSJD.

5.3.2 Dress Code

CDSJD expects volunteers to dress appropriately in business attire of a casual nature. Do not wear anything that other employees, volunteers, or guests might find offensive or that might make employees, volunteers, or guests comfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.

The Co-Director(s) will deal with volunteers or employees who wear business attire that is inappropriate on an individual basis rather than subjecting all employees and volunteers to a more stringent dress code for appropriate business attire.

5.3.3 Courtesy

Courteousness, professional, and civil conduct of CDSJD volunteers to the general public, as well as to other volunteers and employees, is of the utmost importance. Insubordination or a negative, demeaning, or overly critical attitude toward fellow volunteers, employees, or guests will not be tolerated.

5.3.4 Good Housekeeping

Each volunteer is expected to share the pride of having and maintaining a respectable, clean, and neat work environment that will be impressive to anyone who visits it.

CDSJD requires that all volunteers keep their work area in a reasonably neat and clean manner, keeping things in their place, respecting the equipment and

furnishings, turning off lights, keeping doors closed when appropriate and keeping thermostats within agreed-upon temperature settings.

Any modification of a volunteer's work area must be approved by the Co-Director(s).

5.3.5 Office/Equipment Security

Keys to the office, equipment storeroom, and any other locked space are not to be duplicated and/or distributed without approval of the Co-Director.

Volunteers may not utilize the CDSJD offices unless approved, in writing, by the Co-Director.

5.3.6 Confidential Information

The protection of confidential information is essential. Volunteers may not disclose any confidential information. Confidential information is defined as an employee, volunteer, or client personal information or CDSJD information that, if disclosed, could reasonably be expected to place either the person or the CDSJD at risk of criminal or civil liability, or damage the person or CDSJD's financial standing, employability, privacy, or reputation.

5.3.7 CDSJD Property

Desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines and CDSJD vehicles are CDSJD property.

5.3.8 Political Activities

In recognition of its responsibilities as a business citizen, CDSJD encourages its volunteers to accept the personal responsibility of good citizenship, including participation in civic, social, and political activities in accordance with their interests and abilities.

CDSJD accepts without reservation the basic democratic principle that all volunteers are free to make their own individual decisions in civic and political matters. Participation in civic and political activities is a personal matter and, as such, is to be carried on outside of normal working hours. No political activities or solicitations will be carried on within CDSJD premises. Under no circumstances are volunteers to represent the CDSJD at these activities or to use the CDSJD's name or their position with the CDSJD during any participation. This is necessary since CDSJD is a nonprofit corporation.

6.0 GENERAL SAFETY RULES

A lack of safety know-how or an indifference to safety could result in an injury to a volunteer or others. Volunteers must follow the following general safety rules:

- Report to your volunteer position in good physical and alert mental condition and able to perform the job.
- The use, possession, or being under the influence of intoxicating beverages or drugs on the job is prohibited.
- Obey all special rules and instructions, caution or warning signs, and traffic laws.
- Look for hazards and unsafe conditions or practices, such as wet and slippery floors, equipment left in halls or walkways, exposed wiring, careless handling of equipment, and defective equipment, and report them immediately to the supervisor.
- Volunteers are to do their part to help keep work areas clean and free of debris and other tripping hazards.
- It is the responsibility of volunteers to wear seat belts and obey all other applicable laws when driving a personal vehicle for CDSJD purposes.
- Know where emergency equipment is located, such as fire extinguishers, first aid supplies, etc., and report the consumption of any emergency supplies so they can be replaced.
- If injured in any way, report it immediately to the Co-Director(s) and obtain first aid or authorized medical treatment.
- Disregard of safe work practices, any of these rules, or other safety instruction, could result in dismissal of the volunteer.

7.0 STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of the CDSJD Volunteer Handbook and understand the importance of the material in the Handbook. I agree to abide by these guidelines while serving with the CDSJD.

I understand the Volunteer Handbook may be modified, and that any guidelines may be amended, revised, or eliminated by the CDSJD.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between the CDSJD and me.

I understand it is my responsibility to review new guidelines that may be created and distributed.

I acknowledge that I have received and read the Volunteer Handbook.

Printed Name: _____

Signature: _____

If a minor:

Printed Name of Parent/Guardian: _____

Signature: _____

Date: _____

Return by email to Co-Director(s):

Jim Bennett - jbennett@cdsjd.org

Dot Bennett - dbennett@cdsjd.org

Or return by mail to Co-Director(s)

Dr. and Mrs. J. Bennett
Centro de San Juan Diego
1389 Alexandria Drive
Lexington KY 40504