

ACKNOWLEDGMENT OF CWS POLICIES

I acknowledge to have read, understood, and to agree with the following policies:

- CWS Acceptable Use IT Policy
- CWS Code of Conduct Policy
- CWS Confidentiality Policy
- CWS Anti- Human Trafficking Policy
- CWS Child Safeguarding Policy
- CWS MVR Policy
- CWS Volunteer Agreement
- CWS Covid-19 Safety Policy

I am aware that CWS expects me to uphold at all times the standards of behavior described in the aforementioned policies, and I accept the consequences of any violation of any of the provisions under such policies.

Volunteer's Name (please print): _____

Signature: _____ Date: _____

In addition to the above policies, you are responsible for following the CWS Lancaster Volunteer Conduct Standards outlined below:

I understand that:

- My role is to empower clients towards self-sufficiency and integration. It is more important for a newcomer to be able to do something on their own than for them to need my assistance. I will not do for clients what they can do for themselves.
- CWS staff members do not make decisions or speak on behalf of refugee clients. If I have a question for my refugee friends, I will ask them directly.
- CWS Clients have the right to privacy. CWS staff will not share private information – including medical information – with volunteers without the client’s explicit consent.

As a volunteer, I will:

- Obey all PA and US laws while performing any roles as a CWS Lancaster volunteer
- Treat all refugees with respect and dignity and will honor their autonomy** in all decisions.
- Recognize the innate value and capability** of the people I work with and will empower them to achieve their potential through **teaching instead of doing**.
- Remain **calm** and do my best to avoid creating anxiety and worry for newcomers.
- Be **sensitive** to the fact that clients may not wish to discuss their past.
- Treat all CWS staff with respect** and dignity and understand that they are acting in the best interest of their clients to the best of their abilities.
- Take responsibility for the physical and emotional health and well-being of myself and my family and will **set appropriate boundaries** in the work in my service.

As a volunteer, I will NOT:

- Engage in **inappropriate or illegal behavior** with refugee newcomers.
- Violate confidentiality.
- Transport refugee(s) without a seatbelt** or in any other way opposed to PA traffic laws.
- Spend time with or drive with a refugee minor unless their parent is present** or has given consent.
- Discriminate** against or in favor of refugees in my actions or speech on the basis of culture, religion, race, political opinion, or social group.
- Engage in the **practice of immigration law**.
- Proselytize** or require refugees to attend my church or any church in order to receive assistance as I understand that many refugees have fled their home countries on the basis of religious persecution and **have the right to freedom of religion as residents of the United States**.

COVID-19 Requirements: CWS Lancaster expects volunteers to follow local and CDC guidance related to preventing transmission of Covid-19. CWS does not require volunteers to meet with clients in-person or transport clients at this time. If you choose to meet with or transport clients, we ask that **you do so with the consent of the refugee(s), wear masks the entire time, and maintain proper social distancing.**

Signature: _____ Date: _____

Print Name: _____

Church World Service Driver & Vehicle Policy

PURPOSE

Church World Service is committed to responsible driving behavior. The Driver & Vehicle Policy is established to protect the safety of our drivers, their passengers, and the general public and is intended for North American operations.

DRIVERS

DRIVER APPROVAL:

Anyone expected to drive as part of their job description must be approved to drive. To request driver approval, the supervisor must submit a completed "Driver Request Form" to Business Operations at the Service Center in Elkhart, Indiana.

Effective January 1, 2013, all new drivers must be approved through this process, including employees, independent contractors, interns, AmeriCorps Vista Members, program volunteers, or family members who regularly drive a CWS leased vehicle for personal use.

DRIVER REQUIREMENTS:

All driver applicants must submit the following:

- Authorization of Background Information
- a copy of the front and back of a current, valid U.S. driver's license;
- A signed Driver Acknowledgment, found on the last page of this document - Church World Service Driver & Vehicle Policy.

In addition to the Church World Service Driver & Vehicle Policy, interns must comply with college/university policy regarding permission to drive and/or permission to transport clients.

In addition to the Church World Service Driver & Vehicle policy, AmeriCorps Vista members must comply with the AmeriCorps Vista Members Driver Policy.

All driver applicants must meet the following Minimum Driver Qualifications:

MINIMUM DRIVER QUALIFICATIONS:

1. Drivers must be at least age 21.
2. Drivers must hold a valid U.S. driver's license issued by their state of residence.
3. Drivers must be capable of safely operating the type of vehicle to be driven.
4. Drivers must be able to read and speak English.

DRIVER CLASSIFICATIONS:

The Motor Vehicle Record (MVR) will be evaluated on the basis of established, uniform criteria and graded as Satisfactory, Marginal, or Unsatisfactory. One major violation (i.e. Driving

Under the Influence of Drugs or Alcohol) within the past five years may result in an “Unsatisfactory” grade.

Driver applicants receiving an “Unsatisfactory” grade will not be approved to drive. Applicants assessed as Marginal drivers present an elevated loss potential and will be assessed for employment accordingly. Final approval for driving privileges will be the responsibility of both the Business Operations Manager and the departmental supervisor.

A previously approved driver reclassified as an Unsatisfactory or Marginal driver due to one or more driving violations may be suspended from operating a vehicle as part of their job and may be subject to disciplinary action, up to and including termination.

DRIVER TRAINING:

If notified, drivers are required to complete driver training as advised.

DRIVER RESPONSIBILITIES:

As noted, the primary purpose of the CWS Driver & Vehicle Policy is to protect the safety of the driver, the vehicle occupants, and the general public. Many accidents are preventable and therefore, the responsibility of the driver.

All Church World Service drivers are required to read, understand, and follow all requirements specified within the Driver & Vehicle Policy. This includes drivers of CWS leased and owned vehicles as well as drivers of vehicles the organization does not own, such as rental vehicles and personal vehicles.

DRIVER SAFETY:

To improve driver safety, drivers are required to observe all traffic laws and the following organizational policies:

A zero tolerance policy is in effect for impaired or distracted driving. Any driver ticketed for impaired or distracted driving will be immediately suspended from operating a vehicle for business purposes.

To reduce the dangers of distracted driving, more than thirty states have banned hand-held devices or texting while driving. For this reason, Church World Service bans all cell phone use while driving, as well as other activities that contribute to careless driving.

In accordance with the Drug and Alcohol Use Policy in the CWS Employee Handbook, no employee may be under the influence of alcohol or illegal drugs while on CWS premises or while conducting business-related activities off CWS premises. This includes driving a CWS leased, rental or owned vehicle; or driving another vehicle for the purpose of conducting business. Additionally, “the legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.”

DRIVER REPORTING:

Drivers are required to notify their immediate supervisor immediately of any change in driving status:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a vehicle; or
2. Any moving violation.

Violations are not considered reimbursable costs under the Church World Service Travel Expense Reimbursement Policy. All violations, including parking, toll, and speeding tickets, will be the responsibility of the driver, not of Church World Service.

ANNUAL DRIVER RE-EVALUATION:

All drivers must submit the Employment Inquiry Release Form and MVR's will be reviewed annually.

VEHICLES

Vehicle operations create substantial risk, generating both legal and financial responsibility. Financial responsibility, and thereby insurance responsibility, is determined by vehicle ownership.

ALL VEHICLES:

Drivers are responsible for ensuring that all vehicles used on company business and/or all vehicles leased or owned by CWS are well-maintained. Vehicle maintenance is performed according to manufacturer's specifications.

Seat belts save over 13,000 lives every year. All drivers are required to use seat belts and ensure that all passengers use appropriate restraints.

Due to a consumer's advisory issued by the National Highway Traffic Safety Administration, Church World Service has decided to ban the lease or rental of 15 passenger vans.

PERSONAL VEHICLES:

While performing assigned duties in personal vehicles, drivers may not transport passengers other than those determined by supervisory authority to be directly related to and within the scope of official responsibilities.

Approved drivers are reimbursed according to The CWS Travel and Expense Reimbursement Policy for the use of their personal vehicles in the course of CWS business. Mileage reimbursement is intended to compensate drivers for gas, maintenance, and insurance.

Therefore, all approved drivers requesting mileage reimbursement for personal vehicles must submit proof of insurance annually.

Auto liability insurance must be maintained on the personal vehicle at all times with limits that meet the following requirements: \$100,000 bodily injury liability maximum for one person injured in an accident/\$300,000 bodily injury liability maximum for all injuries in one accident/\$50,000 property damage liability maximum for one accident.

RENTAL VEHICLES:

There is a growing trend on the part of rental car companies to insert the following two clauses into their rental contracts:

1. "Diminution of Value" – this represents the reduction in a vehicle's market value due to its having been involved in an accident. When a rental vehicle is returned in damaged condition, he or she receives one bill for the repairs, and another for diminution in value.
2. "Before and After" – With some types of damage, liability concerns motivate the rental company to simply sell a damaged rental for salvage. The renter is responsible for the difference between the actual damage and the salvage value.

If either of these two clauses appears in the rental contract, the rental company insurance should be purchased.

REPORTING VEHICLE ACCIDENTS

All vehicle accidents must be reported by the driver to Business Operations (1-800-297-1516) within 24 hours.

Additionally:

- Personal Vehicles – the Driver should contact his/her personal automobile insurance carrier for coverage.
- Rental Vehicles – the Driver should notify the rental company according to the rental contract.

Every leased/owned vehicle is required to have an Accident Reporting Form in the glove box. This form should be used by the driver to record accident facts as soon as possible after the accident and then fax (574-262-0966) or e-mail the completed form to Business Operations.

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See page 5 for Driver Acknowledgment

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Driver Acknowledgment:

I, the undersigned, acknowledge that I have read and understand the Church World Service Driver & Vehicle Policy.

If approved to drive, I agree to adhere to this policy at all times. I also understand that failure to follow this policy can result in disciplinary measures up to and including dismissal.

Applicant Signature

Date Signed

Print or Type Name

CHURCH WORLD SERVICE AGREEMENT, RELEASE AND WAIVER OF LIABILITY

Church World Service (CWS) is a non-profit organization that works with partners to eradicate hunger and poverty and promote peace and justice around the world. The undersigned will participate as Volunteer for CWS in their _____ office from _____ until _____.

This Agreement, Release and Waiver of Liability executed on _____ (date) by _____ releases CWS and each of its directors, officers, employees, volunteers and agents.

I understand that CWS does not make any promise of future employment or compensation in exchange for my service. As a Volunteer, I am not entitled to receive salary, benefits, or other compensation, and I am not eligible to participate in the CWS' health, disability, or life insurance programs. Furthermore, I am not eligible for workers compensation in the event of illness, injury or death. CWS will not compensate me for any injuries, for time lost from school or work, or for any reason, and I agree that I will not seek any compensation from CWS or any of its directors, officers, employees, agents, and volunteers. If I am injured while serving as CWS Volunteer, it is my responsibility to pay for emergency room care, doctors' services, hospitalization, and any other medical or non-medical services.

I understand that CWS is the sole and exclusive owner of its source documents and any financial, statistical, membership and personal information provided to the volunteer under this agreement. Likewise, CWS is the sole and exclusive owner of its name, logo and other proprietary materials. All files, reports, papers, records and other proprietary materials provided or made available by CWS to me under this Agreement shall at all times remain the sole and exclusive property of CWS and may only be used as authorized by CWS.

As a Volunteer, I agree that all confidential information communicated or provided by CWS pursuant to the work performed under this Agreement and including any confidential information I gain through sources other than CWS, shall be and remain confidential except as specifically authorized by CWS in writing. When in doubt, I shall not disclose any work or document I thought or perceived to be confidential without CWS' written consent.

I grant and convey to CWS all right, title, and interest in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by CWS in connection with my providing internship/volunteer services to CWS.

This volunteer commitment may be terminated by me or CWS at any time for any reason. I voluntarily assume all risks and hazards associated with these volunteer services, whatever those services might ultimately constitute, and that I am releasing CWS and its directors, officers,

employees, agents, and volunteers from any legal liability in the event of illness, injury, death, property damage, or loss, and I waive any claim I may have, now or later, in respect of illness, injury, death, property damage, or loss arising out of or relating to your services as volunteer.

I understand that as part of CWS' process of hiring volunteers, I will be subjected to a criminal background check and that a satisfactory criminal background check is a condition of this volunteer opportunity.

BY SIGNING BELOW, I EXPRESS MY UNDERSTANDING AND INTENT TO ENTER INTO THIS RELEASE AND WAIVER OF LIABILITY WILLINGLY AND VOLUNTARILY.

Volunteer Name (please print): _____

Signature: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

Witness (please print): _____ Signature: _____

EMERGENCY CONTACT INFORMATION	
Name: _____	Relationship: _____
Address: _____	Phone: _____
Email: _____	