



Volunteer Handbook
Updated October 2022

Salt + Light
6943 W. Pershing Ct.
Visalia, CA. 93291

www.saltandlightworks.org

I. WELCOME

Welcome to Salt + Light Works ("Salt + Light"). We are so happy to have you! YOU are at the heart of everything we do. Together, we can change the story of homelessness in our communities.

Thank you for joining an organization that engages communities into a lifestyle of service with people experiencing homelessness by creating and cultivating spaces of community to do so. Our purpose and mission are supported by core values centered on our belief that homelessness is the result of a profound catastrophic loss of family.

It may come as no surprise that California has a burgeoning homelessness crisis. Our state alone makes up more than half of the nation's entire homeless population, and right here in Tulare County, we have the country's highest rate of chronically unsheltered people per capita. You've likely seen the visual impact this crisis has had on our community's neighborhoods, but I urge you to look beyond the tents and into the faces and hearts of the people this crisis affects every day. These are our neighbors - each one of them deserving of love, compassion, and dignity.

MISSION

The mission of Salt + Light is to cultivate community by providing dignified homes, jobs, and healing for our neighbors experiencing homelessness in Tulare and Kings County.

VISION

We shift the cultural view of our neighbors experiencing homelessness by empowering communities into a lifestyle of service with them.

THEORY OF CHANGE

We hope you will find satisfaction in your role and take pride in your work through the vision we created which is guided by our Theory of Change. In summary, our Theory of Change outlines the following:

- **PROBLEM BEING ADDRESSED**

The single greatest cause of homelessness is a profound, catastrophic loss of family.

- **FOCUS OF CHANGE**

- People experiencing homelessness

- Tulare County (people, places, systems)
- **GUIDING PRINCIPLES**
 - **Dignity**- Dignity reminds a person of their value and agency. The purpose of our work is to actively create opportunities for the restoration of hope and healing through the lens of dignity.
 - **Radical Hospitality**- Hospitality is the art of cultivating environments where people feel welcomed and seen, rather than rescued or entertained. At Salt + Light, our posture is “THERE YOU ARE” rather than “HERE WE ARE”.
 - **Compassion + Love**- We connect with people holistically; human-to-human, heart-to-heart, and shoulder-to-shoulder to see one another through the lens of compassion, love, and grace.
 - **Abundance**- We inspire people to give out of abundance and from their “first fruits”, treating our neighbors who are experiencing homelessness with the same generosity we would give to our friends and family.
 - **Cultivating Community**- We believe that we humans belong to one another. Cultivating Community means that we seek to help each other with the understanding that many hands make light work and that when we help others, we collectively experience healing.
 - **Forged Family**- The single greatest cause of homelessness is a profound, catastrophic loss of family. We believe that when we create relationships through community, we can recreate the sense of belonging and family that is so vital to people healing from trauma.
- **ORGANIZATIONAL STRATEGIES**

We center our neighbors experiencing homelessness and shift mainstream cultural perceptions by:

 - Inviting the community at large into a relational lifestyle of service
 - Creating a space for their growth and healing
 - Encouraging others to give out of an abundance
 - Creating educational learning experiences
 - Increasing their visibility
 - Building the necessary organizational capacity and infrastructure
 - Creating a tailor-made, sustainable community based on proven models
- **ANTICIPATED OUTCOMES (Salt + Light will...)**
 - Observe a visible movement of people, organizations, and systems

in Tulare County addressing and advocating for people experiencing homelessness.

- Be a trusted and recognized source for educational information about the issue of homelessness, and our approach is widely followed.
- Experience people giving out of abundance, and doing that in every place they give because they are inspired by our example.
- See our neighbors experiencing homelessness are centered, fully known, and included in meaningful ways.
- See our neighbors experiencing homelessness are growing and healing from the trauma of living on the streets.
- See our organizational infrastructure is able to support and sustain the community and movement we're building.

II. ORGANIZATIONAL BACKGROUND

FOUNDING AND PURPOSE

Adrienne Hillman founded Salt + Light after she felt she was called to serve in the realm of homelessness in 2015. Adrienne was asked to serve on the board of another non-profit that was serving women and children experiencing homelessness. Immediately, she was dismayed by what she was witnessing in terms of how the general public viewed people experiencing homelessness, as well as the cyclical nature of the offerings that existed in the efforts to mitigate the crisis. She felt that there must be a better way, and began praying and studying to find it.

Eventually, she stumbled across a book, Welcome Homeless, written by a man named Alan Graham. Graham's 20+ years of work with people experiencing homelessness equipped him to write this book which offered a different perspective on the subject. Mr. Graham had successfully operated a mobile food truck operation in Austin, Texas for 20 years, then went on to build a master-planned, intentional community to lift the chronically homeless off the streets, which has been successfully operating for over eight years. Adrienne eventually went out to Austin in 2017, when she realized this was a model she wanted to replicate in California. In developing the non-profit organization that is now called Salt + Light, Adrienne spent time in prayer trying to figure out the purpose of the call, as well as what to name the organization she was dreaming of creating. Eventually, she was inspired by the verse from the book of Matthew in the text of the Holy Bible (Matthew 5:13-16) that references the concept of Salt + Light:

"You are the salt of the earth, but if salt has lost its taste, how shall its saltiness be restored? It is no longer good for anything except to be thrown out and trampled under people's feet. You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on

a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."

She felt strongly that Tulare County could be a light that could shine before other cities across California, becoming an example to others as the first county in the state to make a real dent in the homeless crisis. With that, Salt + Light was established in March 2019, and launched publicly in October 2019.

Salt + Light has made monumental strides and rallied vast community support since our organization's launch, utilizing our time during the pandemic to strengthen our relationships with the community at large. Our most significant achievement has been developing the plans and partnerships to make breaking ground on The Neighborhood Village a reality, which took place in March 2022. While our plans come to fruition and our first neighbor is welcomed home, we developed a food truck outreach program, "Everyone Eats Today (EET)" serving over 1,500 unique neighbors experiencing homelessness in the cities of Visalia and Tulare. We deliver hot and cold meals to our neighbors surviving on the streets of Tulare County, as well as new essential items. These supplies can include palliative care, hygiene products, socks and shoes, winter gear, undergarments, etc. Through this program and the continued support of our dedicated volunteers, generous donors, and caring staff, 1000+ meals get delivered each week to people who need them most, which resulted in over 21,000 meals in the first year. Beyond the food and supplies, our food truck outreach has given our staff and volunteers the opportunity to build relationships with unhoused individuals, hear their stories and needs, and become a conduit between them and other service providers. The program has expanded to include a case management model launching in partnership with the City of Tulare, Kings View, Kings Tulare Homeless Alliance, Tulare County Health and Human Services, and many more loyal partners.

In 2022, Salt + Light broke ground on The Neighborhood Village (TNV)-- a 52-unit master-planned, permanent supportive housing community intentionally built on dignity and restoration so that our neighbors experiencing homelessness can finally settle, heal, and return to themselves. It will be the first of its kind in California. TNV will have on-site wraparound services, permanent homes for rent, opportunities for our neighbors to earn dignified income through purposeful work, and healing through relationships cultivated within the community. We know that alone we cannot solve the crisis of homelessness, but together we

can work to create lasting change through a more thoughtful and innovative approach to addressing this crisis and the people it affects.

III. VOLUNTEER ENGAGEMENT

PURPOSE

Volunteers are an integral part of our organization. Creating authentic community and relationships can only be done with volunteer engagement and their gifts of service. Salt + Light appreciates and welcomes our volunteers to engage in a lifestyle of service with our neighbors experiencing homelessness.

COMMITMENT

Salt + Light is committed to our volunteers. We commit to the following:

- Provide a positive and rewarding opportunity.
- Administer proper orientation, training, and supervision.
- Ensure your efforts are valued and contribute to Salt + Light's mission and vision.
- Provide feedback and support on tasks.
- Treat everyone with respect as a team member.

VOLUNTEER PROCESS

The process to be a volunteer with Salt + Light is outlined through the following steps:

- Step One: Create a Volunteer Account by registering on our website <https://volunteer.saltandlightworks.org>
- Step Two: Sign up to attend our Volunteer Orientation to learn how to have the best possible serving experience with us.
- Step Three: Find and register for the right volunteer opportunity using our Volunteer Calendar.

VOLUNTEER OPPORTUNITIES

Salt + Light's Volunteer Cultivator will communicate with volunteers to provide opportunities for participation in activities related to the organization. Some of the activities may include food truck support, clerical work, and/or community events and engagement. Volunteers should check the Volunteer Calendar to participate.

VOLUNTEERS UNDER AGE 18 AND PARENT OR GUARDIAN RESPONSIBILITY

We enjoy having volunteers of all ages. To ensure the safety and consideration of all volunteers, we have a few guidelines for our volunteers under 18 years of age:

- Each volunteer must have a volunteer agreement on file with the organization.
- Ages 15 and younger must have a parent or guardian present for all volunteer shifts and activities.
- Ages 16 -17 can volunteer without a parent or guardian present.
- Each 16 -17-year-old volunteer must agree to all aspects of the volunteer agreement, complete orientation, and read the Volunteer Handbook.
- The parent or guardian signatures are required for each volunteer under the age of 18 years of age.

It is the responsibility of the parent or guardian to transport their children to and from volunteer activities. They are ultimately responsible for their children while volunteering with the organization and understand their children will need to take instruction from the Volunteer Cultivator to participate. Children will be held to the same standards as adult volunteers.

VOLUNTEER EXPECTATIONS

- Volunteers are expected to exhibit our Guiding Principles.
- Our neighbors experiencing homelessness depend on our support. We expect our volunteers to be on time for their assigned shifts.
- Communicate regularly with Salt + Light regarding scheduling, questions, concerns, suggestions, additional volunteer opportunities, and emergency absences.
- Salt + Light expects volunteers to uphold the highest business standards, ethics, and levels of professionalism. Volunteers MAY NOT engage in activities inconsistent with Salt + Light's best interests or in any manner that disrupts, undermines, or impairs Salt + Light's relationships with its employees, community partners, allies, clients, media contacts, or any other organization, person or government entity with which Salt + Light interacts or proposes to interact. Most importantly, Salt + Light expects our neighbors experiencing homelessness to be treated with dignity and respect at all times. In that vein, Salt + Light does not discriminate against **any** human being, and we ask that our volunteers uphold these same standards.
- Understand, follow, and practice Salt + Light's workplace safety and wellness policies.
- Maintain **confidentiality** (see below) and only share information with the appropriate coordinator.
- The use of drugs or alcohol while volunteering is strictly prohibited.
- Volunteers are expected to maintain a professional appearance while representing the organization. Specific dress standards will vary depending on the position or volunteer opportunity. Salt + Light t-shirts are

encouraged. We ask that you wear closed-toed shoes for safety reasons.

CONFIDENTIALITY AGREEMENT

In the interest of fostering confidence in our neighbors experiencing homelessness, the security and privacy of all information contained in the records of Salt + Light must be regarded with confidentiality. Volunteers of Salt + Light are required to agree to the following:

- Volunteers will assure that all records are housed securely and confidentially.
- Volunteers understand that all information **including images** of any neighbor or visitor is privileged information and **may not** be shared with any unauthorized individual without expressed written consent of the visitor or neighbor. **THIS INCLUDES ALL SOCIAL MEDIA.**

REIMBURSEMENT POLICY

Before making any purchases that may be intended for reimbursement by Salt + Light, volunteers need advanced approval from the Founder/CEO or Volunteer Cultivator. To be reimbursed volunteers will need a receipt. Purchases made before obtaining advanced approval or failure to present a receipt **will not** be reimbursed.

GRIEVANCE POLICY

Salt + Light aims to resolve, as promptly as possible, all problems and grievances arising from its programs and their participants, and to address these grievances as timely as possible, with graduated steps for further discussion and resolution at higher levels of authority when necessary.

IV. WORKPLACE SAFETY AND WELLNESS POLICIES

AT-WILL EMPLOYMENT/VOLUNTEERISM

Employment/Volunteerism with the organization is on an “at-will” basis. This means either you or the organization may terminate the employment/volunteer relationship with or without cause, and with or without notice, at any time. Although the organization may choose to end your employment/volunteerism for a cause, the cause is not required.

EQUAL OPPORTUNITY EMPLOYMENT

Salt + Light is an equal opportunity employer. The organization prohibits unlawful discrimination based on race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, AIDS or HIV status, military service and veteran status,

pregnancy, childbirth and related medical conditions, genetic information or any other characteristic protected by applicable federal, state, or local laws and ordinances. All such discrimination is unlawful and prohibited by the organization.

WHISTLEBLOWER POLICY

This policy applies to all Salt + Light employees, volunteers, and the general public. The public policy of the State of California is to encourage employees to notify an appropriate government or law enforcement agency when they have reason to believe their employer violates laws that protect employees and the general public and to protect employees who refuse to participate in activities of an employer that would result in a violation of the law. In compliance with these requirements, Salt + Light will not:

- Adopt or enforce any rule preventing employees from disclosing information to a government or law enforcement agency where the employee has reasonable cause to believe the information discloses a violation of, or noncompliance with, a state or federal statute, rule, or regulation.
- Retaliate against the employee for disclosing such information about the employer or a former employer to a government or law enforcement agency.
- Retaliate against the employee for refusing to participate in an activity that would violate a state or federal statute or cause non-compliance with regulation.

Suspected violations should be reported directly to the appropriate State or local agency. In addition, the California Attorney General has established a confidential Whistleblower Hotline at (800) 952-5225 to receive calls regarding possible violations of State or Federal statutes, rules, or regulations, or violations of fiduciary responsibility by an employer.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Salt + Light is committed to complying with all applicable laws, including the Americans with Disabilities Act and the Fair Employment and Housing Act to the fullest extent required by law. Per applicable laws protecting qualified individuals with known disabilities, Salt + Light will attempt to reasonably accommodate those individuals, upon request, unless doing so would create an undue hardship on Salt + Light.

Any qualified applicant or employee with a disability who requires accommodations to perform the essential functions of the job should contact the Founder/CEO and request such accommodations. Salt + Light will engage in the interactive process with the individual to determine if there is a reasonable accommodation that may be provided to enable them to perform the essential

functions of the position to the extent that doing so would not create an undue hardship for Salt + Light. Individuals with a disability should specify what accommodation they need to perform the job. Salt + Light will then review the request and will identify possible reasonable accommodation(s) if any, that will allow the individual to perform the essential functions of the job. Keep in mind that Salt + Light can only seek to accommodate the work-related limitations of an otherwise qualified disabled individual. Therefore, it is your responsibility to come forward if you are in need of accommodation.

RELIGIOUS ACCOMMODATION

Any applicant, employee, or volunteer who requires accommodations based on a religious belief and/or religious practice (including religious dress and grooming practices) should contact the Founder/CEO and request such accommodations. The individual should specify what accommodation they need. Salt + Light will identify possible reasonable accommodation(s), if any, that do not create an undue hardship for Salt + Light, which will accommodate the individual's religious beliefs and/or religious practices.

DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY

Salt + Light does not tolerate and prohibits discrimination, harassment, or retaliation of or against our employees, job applicants, contractors, interns, or volunteers, by another employee, supervisor, vendor, customer, or any third party on the basis of race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, AIDS or HIV status, military service and veteran status, pregnancy, childbirth and related medical conditions, genetic information or any other characteristic protected by applicable federal, state, or local laws and ordinances. The organization is committed to a workplace free of discrimination, harassment, and retaliation. Discrimination, harassment, and retaliation are also prohibited by law.

- **DISCRIMINATION DEFINED**

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

- **HARASSMENT DEFINED**

Harassment is defined in this policy as unwelcome verbal, visual, or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails), or physical conduct (including physically threatening

another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

- **SEXUAL HARASSMENT DEFINED**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature.

- **EXAMPLES OF CONDUCT THAT VIOLATES THIS POLICY**

- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- Obscene or vulgar gestures, posters, or comments;
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- Propositions, or suggestive or insulting comments of a sexual nature;
- Derogatory cartoons, posters, and drawings;
- Sexually-explicit emails, voicemail messages, or electronic communications;
- Uninvited touching of a sexual nature;
- Unwelcome sexually-related comments;
- A conversation about one's own or someone else's sex life;
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person's gender

- **RETALIATION DEFINED**

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination, or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

ALL DISCRIMINATION, HARASSMENT, AND RETALIATION ARE UNACCEPTABLE IN THE WORKPLACE AND IN ANY WORK-RELATED SETTINGS SUCH AS BUSINESS TRIPS AND BUSINESS-RELATED SOCIAL FUNCTIONS, REGARDLESS OF WHETHER THE CONDUCT IS ENGAGED IN BY A SUPERVISOR, CO-WORKER, CLIENT, CUSTOMER, VENDOR, OR OTHER THIRD PARTY.

- **REPORTING PROCEDURES**

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment, and retaliation. If an employee believes someone has violated this policy or our Equal Opportunity Employment Policy, the employee should promptly bring the matter to the immediate attention of their supervisor or the supervisor's superior, if you believe that your supervisor is violating this policy or feel uncomfortable about making a report to that level.

Every supervisor who learns of an employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Founder/CEO; however if the Founder/CEO is the subject of the concern, make the report to the Board of Directors.

- **INVESTIGATION PROCEDURES**

Upon receiving a complaint, the organization will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Opportunity Employment policy. To the extent possible, the organization will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, the organization generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the organization shall determine whether this policy has been violated based on its reasonable evaluation of the information gathered during the investigation. The organization will inform the complainant and the accused of the results of the investigation.

The organization will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy if the organization determines such measures are necessary. These measures may include but are not limited to, counseling, suspension, or immediate termination.

Anyone regardless of position or title, whom the organization determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

- **FILING OF COMPLAINTS OUTSIDE SALT + LIGHT**

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
800-884-1684 (voice), 800-700-2320 (TTY)
or California's Relay Service at 711
contact.center@dfeh.ca.gov
<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West, P.O. Box 36025
San Francisco, CA 94102-3661
1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)
<http://www.eeoc.gov/employees>

WORKPLACE VIOLENCE POLICY

Salt + Light recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. We believe the safety and security of Salt + Light employees to be essential. Therefore, we have adopted this policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Salt + Light or that occur on our property or in the conduct of our business off Salt + Light property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Salt + Light operations, including, but not limited to, Salt + Light personnel, contract workers, temporary employees, and anyone else on Salt + Light property or conducting Salt + Light business off our property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

This policy is intended to comply with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any

obligations beyond those required by existing law.

- **VIOLENCE DEFINED**

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of their family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several Salt + Light employees. Workplace violence may involve any threats or acts of violence occurring on Salt + Light premises, regardless of the relationship between Salt + Light and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of Salt + Light or that may lead to an incident of violence on Salt + Light premises. Threats or acts of violence occurring off Salt + Light premises that involve employees, agents, or individuals acting as a representative of Salt + Light, whether as victims of or active participants in the conduct, may also constitute workplace violence.

- **SPECIFIC EXAMPLES**

Under this policy, the following examples constitute threats or acts of violence:

- Threats or acts of physical or aggressive contact directed toward another individual;
- Threats or acts of physical harm directed toward an individual or his or her family, friends, associates, or property;
- The intentional destruction or threat of destruction of Salt + Light's property or another employee's property;
- Harassing or threatening phone calls, e-mails, and/or text messages;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and
- Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects Salt + Light's legitimate business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

- **ENFORCEMENT**

Any person who engages in a threat or violent action on Salt + Light property may be removed from the premises as quickly as safety permits and may be required, at Salt + Light's discretion, to remain off Salt + Light

premises pending the outcome of an investigation of the incident. When threats are made or acts of violence are committed by the employee(s), a judgment will be made by Salt + Light as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action.

Once a threat has been substantiated, it is Salt + Light's policy to put the threat maker on notice that they will be held accountable for their actions and then implement a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of Salt + Light should be interpreted in a manner that prevents the making of these necessary decisions.

- **IMPORTANT NOTE**

Salt + Light will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by Salt + Light. In making this determination, Salt + Light may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of participation at Salt + Light.

WORKPLACE SAFETY

Your safety is a major concern to the organization. The organization feels that a clean, safe, and healthy environment is important to be provided for all employees and volunteers. Every reasonable precaution is taken to provide you with a safe place to work. Accident prevention, however, is largely a joint responsibility, and employees and volunteers are expected to do their part to work safely.

The following guidelines should be observed:

- Focus on the training you will receive on the job you are going to perform or the equipment you are going to use. If you are unsure how to perform the job safely, ask your supervisor before you begin.
- You are required to participate in and successfully complete the safety training for the job you are performing. Volunteer Orientation is the initial primary safety training. The training is intended to help keep you safe while on the job.
- The organization will supply safety equipment whenever it is needed. You must wear the required safety equipment and observe all posted rules and regulations. If your safety equipment is damaged or in poor condition, notify your supervisor before you begin.

- No matter how minor the injury may seem, if you become ill or are injured on the job, tell your supervisor as soon as possible. In order to receive prompt insurance coverage, an injury report must be filled out. If you think you need medical attention, inform the supervisor. The supervisor will assist you in obtaining medical treatment.
- Report any defective equipment, machinery, or possible hazardous condition to your supervisor immediately.
- Make any suggestions on how to improve safety. You may have noticed something that can prevent a co-worker from becoming injured.
- To avoid injury, think "safety" at all times and follow these basic safety guidelines:
 - Think before you act – watch what you are doing;
 - Follow all safety procedures when using, cleaning, adjusting, or repairing machinery or equipment;
 - Electrical repairs must be made only by qualified personnel
 - Do not attempt to lift heavy objects without assistance;
 - Keep work areas clean and free of debris;
 - Always use the proper tool for the job;
 - Aisles, doorways, and fire extinguishers must be kept clear at all times;
 - Smoking is permitted only in a designated area;
 - Eye protection is required in all posted areas;
 - Hearing and respiratory protection are required in all posted areas; and
 - Handle pallets carefully to prevent falling bags.

PROHIBITED CONDUCT

- Making false statements or omitting important information on organization applications, records of employment, forms, or reports, or in the course of participation in organization investigations or in responding to management inquiries.
- Insubordination: Refusal to obey lawful work orders of supervisors, refusal to perform job assignments or the use of physically threatening language toward a supervisor or member of management.
- Theft, unauthorized removal, or willful damage of property belonging to the organization, organization employees, or customers. Theft of organization resources.
- Committing any act of violence, threats or intimidation, fighting, or using physically threatening language on organization premises.
- Carrying or bringing a weapon or concealed weapon to work including; bringing any type of concealed weapon in a personal or organization vehicle used for organization business; bringing weapons of any kind onto any organization property or work site, including in vehicles parked on organization property.
- Disregard safety rules and practices and security regulations including

- horseplay, wrestling, and dangerous practical jokes or throwing objects.
- Unauthorized operation of machinery and equipment, or operation of any machinery or equipment that you are not trained or authorized to operate.
 - Failure to be courteous and polite at all times to clients.
 - Wearing unsuitable or improper attire for the work situation.
 - Smoking in non-designated areas.
 - Reporting to work under the influence of drugs or alcohol. Also includes illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
 - Gambling, in any form, on organization premises.
 - Contributing to unsanitary conditions or poor housekeeping.
 - Failure to fully cooperate with any organization investigation as required by management.
 - Any other conduct that is prohibited by law.

This is not meant to be a total list of all work rules but rather is illustrative of the type of conduct that will not be tolerated by the organization. This statement of prohibited conduct does not alter the organization's policy of at-will participation.