Recker’s Outreach LLC

Reconnect with the Disconnected

Rules and Policies

**Rule 1: Respect Promote a respectful community.**

1. Treat all volunteers, employees and community members with respect, courtesy, and dignity.
2. Avoid insensitive or offensive language.
3. Refrain from engaging in physical or emotional violence toward others.
4. Make efforts to understand and honor the local culture.
5. Follow all rules and policies set forth by a staff member or supervising volunteer.
6. Using offensive language or behavior may be grounds for disciplinary action.
7. Model behavior that respects the human rights of all people and protects beneficiaries and children from exploitation and abuse.
8. Avoid inappropriate physical or sexual relationships with other volunteers, staff and community members. At no time may volunteers engage in sexual activity with any beneficiaries or with a child (a person under the age of 18 regardless of the legal age of consent).
9. **RESPECT**

**Rule 2: Prioritize Safety Follow the instructions of team leaders & host programs.**

1. Observe safe work habits & be aware of the safety of others. Let host programs help you navigate a new setting.
2. Team leaders receive more training and may spot safety issues other volunteers would not see.
3. View volunteer leaders as having the same authority as staff when staff are not present.
4. Consider safety at construction sites **AND** at the office, events, and repair projects.

**Rule 3: A Zero-Tolerance Approach**

1. The purchase or possession of alcohol, illegal drugs or weapons is strictly prohibited on Recker’s Outreach LLC property and volunteer sites.
2. **NO ALCOHOL; NO DRUGS; NO WEAPONS; NO VAPES; NO TOBACCO PRODUCTS**

**Rule 4: Subject to search**

1. Personnel are subject to search at any time while attending any event of the program to ensure that safety of themselves and others.

**Rule 5: Protect & Safeguard Assets**

1. Use reasonable care to protect and safeguard Recker’s Outreach LLC assets.
2. Stealing, misappropriation or diversion of funds, property, or other assets for personal benefit is not permitted.
3. Engaging in fraudulent activity assets, operations, or beneficiaries is also not permitted.

**Rule 6: Maintain Confidentiality**

1. Maintain and respect the confidentiality of volunteers, staff, Recker’s Outreach LLC beneficiaries and community members. Unless you receive prior written approval from Recker’s Outreach LLC, do not disclose confidential information or confidential information given to you by others.

**Rule 7: Abide by the Dress Code**

1. Clothing should not be revealing or make others feel uncomfortable. Examples of appropriate clothing include, but are not limited to:
   1. Pants must be worn snug around one’s hips.
   2. A belt must be worn on all pants to avoid sagging.
   3. Close-toed shoes required at all times.
   4. Shorts must reach the top of kneecaps.
   5. Short-sleeve or long-sleeve shirts MUST be worn at ALL TIMES
   6. Hair will be pulled back to avoid safety concerns.
   7. **NO MAKE-UP at any community service event**
   8. **NO JEWLERY at any community service event**

By signing below, I agree that I have read and understand the above stated rules could result in being sent home or released from the Reconnect with the Disconnected program at any time.

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Signature of Student Printed Name of Student

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Signature of Parent Printed Name of Parent