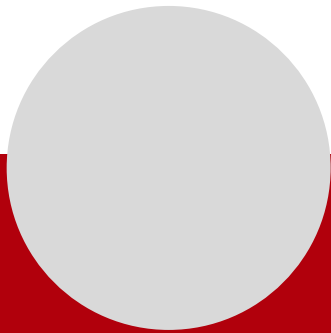


RIGHTSDIEOF50, INC.



**COMPANY
HANDBOOK
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HANDBOOK**

WELCOME

Welcome from: Founder

Welcome to Rightsideof50, Inc.! For more than 2 years, our plan of getting to this point of being able to bring on volunteers and to have the opportunity to build an appreciated team and staff with valuable resources for our participants is such an awesome accomplishment. By volunteering, you'll not only help your fellow Sisters, but also strengthen many workplaces and promote community involvement and growth. This guide will help you have the best possible experience as a volunteer for Rigthsideof50, Inc. It answers frequently asked questions and gives information about the organization, please feel free to contact the Volunteer Services any time you need its assistance. Thank you in advance for helping us to increase the quality of life and effectiveness of education and training in underserved women whom are so deserving. I look forward to working closely with you as we unite to serve. I'm glad you've chosen to be a member of the Rightsideof50 team you're making a difference to women in need.

Sheila E. Smith
Founder/President



ABOUT RIGHTSIDEOF50

Rightsideof50 was formed in 2017 and became a dream come true in 2018. Always having an ear for my sisters without any judgement to their stories or underlying hurts of shame or disarm. The vision of becoming releasing tool and vessel for women of all ages was birthed into a reality. Rightsideof50 will be considered as a nonprofit organization because you cannot put a price on saving a sister. Our mission has become known as two statements that brings the women closer and closer each day: “I Am My Sisters Keeper” and “Each1 Encourage1”.

Our Mission is to build up women that have been over stepped over looked and turned away in society because of past wrongdoings or shortcomings.

Rightsideof50 will be empowering along women who are members and outside sources to assist in making them viable and self-conscious citizens within their work life home life and personal relationships. Through thought provoked conversations and activities this will enable them to have voices that will eventually be heard and taken seriously.

Rightsideof50 is focused on developing plans that assist many women to live their best life at any age. Helping them to ensure that life is not over after hardship at any age. The information obtained through conversation will open up broad ideas to what is needed, what they are truly searching for and what will make them feel complete.

Rightsideof50 speaks of these women’s achievements and goals within special presentations and events that are sponsored within town or out of State. Making ourselves visible in many states to eventually have co-operations within those locations for women.

Our Vision: With Rightsideof50 is to transform women from economic hardships to self-sufficient and sustainable employ so they may become independent in taking care of themselves and their families.

Through our virtual workshops we will engage the women in positivity, encouragement, growth and knowledge.

Our Mission: Serve with your whole heart as if serving the Lord not People.

Ephesians 6:7



POLICY MANUAL

Age of Volunteers: Rightsideof50 supervisors evaluate the abilities and competency of all volunteers and assign appropriate, safe activities as availability and conditions permit. Volunteers must be 16 years of age to volunteer with in accordance with state and federal laws and regulations. Volunteers under 18 must present a waiver of liability form signed by a parent or legal guardian when volunteering with Rightsideof50. Rightsideof50 Director of Volunteer Services will work with youth group leaders to provide opportunities for safe, meaningful participation in appropriate activities and settings that support our mission. There is no maximum age for Rightsideof50 volunteers.

Safety: You and Rightsideof50 share responsibility for establishing and maintaining a safe work environment. Rightsideof50 will attempt to ensure a safe work environment and to comply with federal, state, and local safety regulations. In turn, you are expected to obey safety rules and to exercise caution in all of your activities. You are asked to report any unsafe conditions to your supervisor immediately. Any accident, which results in injury, regardless of how insignificant, must be reported promptly to your supervisor.

Absence and Lateness: The positions that volunteers fill is critical to Rightsideof50. If you fail to show up, others must take on the tasks you were expected to accomplish. If you are unable to attend a scheduled work day, or if you will arrive late, please contact your volunteer group leader or Rightsideof50's Director of Volunteer Services with as much notice as possible.

Sign-in Sheets: Volunteer sign-in sheets are very important to our organization. All volunteers must sign in and out on the forms provided each volunteer day on site.

Confidential Information: Rightsideof50 has an obligation to all of our partnering organizations, volunteers, staff, and donors -- to maintain their confidentiality and to respect their privacy. Every person served by Rightsideof50 has the right to confidentiality. At the same time, every volunteer must use his or her best judgment. If you are aware of an issue that requires immediate attention, especially if it involves volunteers, please direct your concern immediately to the Rightsideof50 Director of Volunteer Services or Executive Director.

VOLUNTEER RELATIONSHIP

The Volunteer Relationship A volunteer is anyone who provides time and talent to Rightsideof50 through workshops office, committee, or any other Rightsideof50 project. We thank all volunteers, for the personal investment you make in our organization and its mission. We strive to provide support, supervision, and recognition to our volunteers.

As a volunteer you have the right to:

1. Be assigned appropriate tasks according to ability, skill, interests, availability, and training.
2. Receive training and supervision for the tasks accepted.
3. Receive a job description for your assignment when appropriate.
4. Be treated as a fellow team member who contributes to Rightsideof50 goals through your volunteer work.
5. Make suggestions about your assignment and the Rightsideof50 volunteer program, and be acknowledged by staff.
6. Expect that Rightsideof50 will be a good steward of your time.
7. Be given appropriate expressions of appreciation and recognition.
8. Be trusted with confidential information if needed to help carry out assignments.
9. Expect that records will be kept, documenting areas of interest or positions held (and if applicable, time spent volunteering, commendation, etc.).
10. Be treated with a spirit of friendliness and cooperation so that Rightsideof50 will continue to be known as a “great place to volunteer.”
11. A safe and inviting environment to work in that is free of harassment and discrimination



Rightsideof50 expects volunteers to:

- 1. Know your own duties and stay on task.**
- 2. Cooperate with staff and your fellow volunteers, and maintain a team attitude.**
- 3. Voice your opinions and contribute your suggestions to improve Rightsideof50's work.**
- 4. Sign in and out each time for a volunteer assignment.**
- 5. Be on time for scheduled meetings and work assignments.**
- 6. Honor your commitment of each scheduled workshop.**
- 7. Treat all workshop participants, volunteers, staff, with respect.**

***Remember, you help to create the healthful, pleasant, and safe volunteering conditions that Rightsideof50 intends for you. We need your help in making each volunteering day enjoyable and rewarding, to you and to the women we service.**

Community Service:

Rightsideof50 welcomes community service volunteers from civic groups, schools, community assistance programs. Community service volunteers are responsible for maintaining an accurate timesheet and to ensure it is signed at the beginning and end of each day by a Rightsideof50 supervisor or duly appointed person. Hours worked, but not recorded or signed off at the end of each day of service, will not be counted. Community service volunteers must also sign in and out on Rightsideof50's volunteer sign in sheets. This is the only information that will be entered in our data base. For appropriate placement within our organization.

ORIENTATION

All volunteers must complete a volunteer orientation prior to service with Rightsideof50, Inc. This includes the completion of a volunteer release and waiver form. This information is confidential. Any questions should be directed to the Director of Volunteer Services.

Volunteer Conduct:

Rightsideof50 is an at-will agency and has the right to terminate a volunteer without cause, but will always consider the cause leading to the termination. Although it is not possible to list all the forms of behavior or conduct that are considered unacceptable in the work place, the following are examples of infractions or conduct that may result in the limitation and termination of the volunteer relationship.

- Theft or inappropriate removal or possession of Habitat property
- Misuse of agency funds, equipment, or materials
- Falsification of time-keeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place.
- Fighting or threatening violence in the work place
- Boisterous or disruptive activity in the work place
- Negligent or improper conduct leading to the damage of property
- Repeated failure to follow a supervisor's reasonable request or to carry out a reasonable assignment
- Gross misconduct or insubordination
- Violation of safety or health rules
- Sexual or other unlawful harassment or discrimination
- Violation of Rightsideof50 anti-discrimination policies and procedures
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place
- Excessive absenteeism without notice
- Releasing confidential information



Harassment and Discrimination:

Rightsideof50 is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment. Rightsideof50 prohibits any actions, words, jokes, or comments based on an individual's race, sex, sexual preferences, ethnic background, age, religion, physical condition, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive or hostile work environment is prohibited and will be grounds for immediate disciplinary action. Rightsideof50 prohibits any harassment between employees, volunteers or other non-employees on the basis of sex. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones and conduct, either verbal or physical. Misconduct applies to males and females, and includes harassment between individuals of both sexes and the same sex. Any volunteer who believes he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behavior is unwelcome. In addition, volunteers who believe they have been harassed must immediately report the matter to a Site Supervisor or the Executive Director. A grievance is then filed. Under this policy, a grievance is defined as any event, condition, rule, or practice which the volunteer believes violates his or her civil rights, treats him or her unfairly, or causes him or her any degree of unpleasantness or unhappiness on the job. A grievance may also deal with an attitude, or an opinion or statement held by a staff member or fellow volunteer. Volunteer grievances are of great concern to Rightsideof50, regardless of whether the problem is large or small. To provide prompt and efficient evaluation of and response to grievances, Rightsideof50 has established a procedure for all volunteers. It is Habitat's policy to give full consideration to every volunteer's opinion. There will be no discrimination against or toward anyone for his or her part in presenting a grievance. All grievances are handled confidentially. The grievance procedure is:

1. If urgent action is needed, notify the site supervisor or site host immediately.
2. Attempt to discuss your grievance with your supervisor, Rightsideof50's Director of Volunteer Services, or committee chairperson to work out the problem.
3. If you are unsatisfied, submit your complaint in writing to a supervisor, Habitat's Director of Volunteer Services, or committee chairperson.
4. A response should be made within five (5) business days. committee's decision is final
5. If, within five (5) days, you are not satisfied with how your written complaint was handled, you may appeal by submitting your written complaint to the Executive Director. If the complaint is with the Executive Director, then submit it to the Board President.
6. The Executive Director or Board President should respond within five (5) business days.
7. If you are still unsatisfied, you may ask that your written complaint be taken to the executive committee of the board. Within 30 days, the executive committee will act on your grievance, affirming or denying your request, choosing to investigate further, or choosing to take the matter to the entire board. The executive committee's decision is final



PURPOSE OF HANDBOOK

This Handbook has been produced to help you become better Rightsideof50, Inc. volunteers. This book will share with you a little of our history, philosophy, practices, and policies. No volunteer handbook can answer all the questions you might have about our programs. It is in our person-to-person Boot Camp that we can better get to know each other, express our views, and volunteer together in a harmonious relationship. We hope this Handbook will allow you to feel comfortable with us. We depend on you your success is our success. Please don't hesitate to ask questions. Your volunteer coordinator will gladly answer them. We believe you will enjoy your volunteer work and your fellow volunteers here. We also believe you will find Rightsideof50, Inc. a good place to volunteer. We ask that you read this Handbook carefully, and refer to it whenever questions arise.

Our learning process is one of Each1 Encourage1.

VOLUNTEER ACKNOWLEDGEMENT

I am in receipt of the Rightsideof50, Inc. Volunteer Handbook and Policy Manual and understand I should consult with Rightsideof50's Director of Volunteer Services or the Executive Director if I have any questions about the polices or procedures contained therein. I understand that from time to time there may be revisions to the Volunteer Handbook and Policy Manual. Such revisions will require the prior approval of the Executive Director and will be communicated to volunteers. I have entered into my volunteer relationship with Rightsideof50 voluntarily and acknowledge there is no specified length of volunteering. Accordingly, either Rightsideof50, Inc. or I can terminate the relationship at will, with or without cause, at any time. Furthermore, I acknowledge that this manual is neither a contract of employment or volunteering, nor a legal document. Although some or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this handbook and any revisions made to it.

Volunteer's Signature _____

Date Signed _____

Volunteer's Name (print) _____

PLEASE SIGN AND RETURN THIS PAGE TO:

Lisa De'Sheers – Volunteer Coordinator: info.Rightsideof50@gmail.com