



# Targeted Justice Volunteer Handbook



## Targeted Justice Volunteer Handbook

### 1) Mission

Targeted Justice was founded in 2017. We have been through many changes, but our goal continues to be the same – shut down the illegal targeting program, worldwide. Our Mission Statement is simple:

- 1) Educate the public
- 2) Educate Legislators
- 3) Pursue legal actions

### 2) Overview

These Volunteer Policies have been developed to provide guidelines about volunteer policies and procedures for Targeted Justice. It is the intention of the organization to foster an atmosphere of mutual respect, non-discrimination, and trust based on clear lines of authority, responsibility, and accountability, and to provide volunteers with the flexibility necessary to meet work, family and personal obligations. This manual will assist you in becoming familiar with the privileges and obligations of your role with the organization. None of the policies or guidelines are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of continued volunteer engagement. Additionally, these guidelines are subject to changes and updates.

### **3) Ethical And Legal Business Practices**

The organization expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer, and all others associated with the organization. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our community.

These policies provide general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about these policies, consult your supervisor or manager.

You are expected to promptly disclose to the management of the organization anything that may violate these policies.

### **4) Attendance And Punctuality**

Each volunteer is important to the overall success of the organization. Attendance is a key factor in your job performance and individual attendance affects organizational success. When you are not available, someone else must perform duties usually handled by you. Punctuality and regular attendance are expected of all volunteers.

Excessive absences (whether excused or unexcused) and tardiness is unacceptable. If you are absent for any reason or plan to arrive late or leave early, please notify your supervisor. In the event of an emergency, please notify your supervisor as soon as possible.

### **5) Dress Code**

To present a professional image to our customers and the public, volunteers are required to wear appropriate clothing on the job. By necessity, the dress standards for the organization's office are somewhat different than for off-site events. For the office or zoom calls, business-casual dress is appropriate. Leisure clothes such as cut-offs or halter tops are not acceptable attire for the office or zoom calls.

For off-site events, volunteers are expected to wear work clothes appropriate to the work being done. Volunteers should be sensitive to the location and context of their work and should be ready to adjust their attire if the circumstances so warrant.

## **6) Severe Weather Conditions**

The organization expects all volunteers to exercise reasonable judgment regarding work, family, and personal obligations. When the weather is questionable, we encourage you to use your own good judgment in deciding when to leave.

## **7) Payment or Reimbursement of Expenses**

Payment or reimbursement is authorized for pre-approved reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are examples of reasonable and necessary expenses.

Volunteers must obtain the advance consent of their supervisor before incurring expenses for which they will seek reimbursement. Approved expenses must be fully documented, with receipts attached, and are to be submitted to the appropriate staff member for payment within thirty (30) days of the date on which they were incurred.

Volunteers serving in an official capacity for the organization at conferences and meetings will be provided with expense-paid receipts for or will be reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips, and registration fees. When attending meetings that have been approved by the Vice President, volunteers are reimbursed for travel expenses, course fees, and costs of meals and lodging at the organization's current rates. Expenses for these purposes may be paid by the organization if funds are available and the volunteer obtains prior written approval of such expenses.

Volunteers are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by the organization for work outside normal work hours if the volunteer is on official business for the organization. Volunteers

authorized to use their personal cars for the organization business are reimbursed at a rate determined by the IRS for non-profits.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all business-related expenditures in order to claim reimbursement.

## **8) Conflict of Interest**

Volunteers are expected to be sensitive to possible conflicts of interest while pursuing outside activities or employment and are expected to disclose any conflicts of interest. Activities that undermine the organization's mission, core principles, strategies, positions, or goals may constitute a conflict of interest. Transmitting personal comments or statements through e-mail or posting information to news groups that may be mistaken as the position of the organization also constitute conflicts of interest. If a volunteer creates a conflict of interest or refuses to end any activity or employment creating a conflict of interest, such behavior can be grounds for disciplinary action.

## **9) Policy Against Workplace Harassment**

The organization is committed to providing a work environment for all volunteers that is free from sexual harassment, other types of discriminatory harassment and intimidation. Volunteers are expected to conduct themselves in a professional manner and to show respect for their coworkers.

Sexual harassment and other types of discriminatory harassment are illegal. The organization's property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet) may not be used to engage in conduct that violates this policy. The organization's policy against harassment covers volunteers and other individuals who have a relationship with the organization which enables the organization to exercise a degree of control over the individual's conduct in places and activities that relate to the organization's work (e.g., directors, officers, contractors, vendors, volunteers, interns, etc.).

**Prohibition of Sexual Harassment:** the organization's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of engagement as a volunteer; (2) submission to or rejection of such conduct is used as a basis for evaluation decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with a volunteer's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

**Reporting of Harassment:** If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any volunteer of the organization, report the incident immediately to the Vice President or your supervisor. Possible harassment by others with whom the organization has a business relationship should also be reported as soon as possible so that appropriate action can be taken.

If the organization determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include warnings, suspensions, and termination. Volunteers who report violations of this policy and volunteers who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

Compliance with this policy is a condition of each volunteer's engagement. Volunteers are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Vice President. If you feel your complaint has not been appropriately handled, you may contact a Board Member.

## **10) Violence and Weapons**

The organization is committed to maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all volunteers. Violence is not an effective solution to any problem and violence, or threats of violence are unacceptable. Threats of violence or fighting will not be tolerated. If a work-related issue is causing undue stress or agitation, the volunteer is encouraged to discuss it immediately with their supervisor.

Any volunteer found threatening another volunteer or carrying weapons to an event will be subject to disciplinary action.

### **11) Smoking/Vaping**

Smoking/Vaping is not permitted within the organization's offices or at off-site events at which the volunteer is representing the organization except in designated outdoor smoking areas on break time.

### **12) Drug Free Workplace**

The organization is a drug-free workplace. the organization does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol or being under the influence of such controlled substances is strictly prohibited while on duty or while on the company's premises or worksites. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

### **13) Non-Disclosure of Confidential Information**

Any information that and volunteer learns about the organization, its employees, volunteers or trustees, or its members or donors, as a result of working for the organization that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by the organization or to other persons employed by the organization who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of the organization. The disclosure, distribution, electronic transmission or copying of the organization's confidential information is prohibited. Such information includes but is not limited to the following examples: compensation data, program, and financial information, including information related to donors, and pending projects and proposals.

Volunteers with password access are required to sign a non-disclosure agreement as a condition of engagement. Any volunteer who discloses confidential information will be subject to disciplinary action.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted in open spaces, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

#### **14) Solicitation**

Volunteers are prohibited from soliciting for any other unauthorized purpose, especially those of a partisan or political nature.

#### **15) Computer and Information Security**

This section sets forth some important rules relating to the use of the organization's computer and communications systems. These systems include individual PCs provided to volunteers, centralized computer equipment, all associated software, and the organization's telephone, voice mail and electronic mail systems.

The organization has provided computer access and communications systems to support its mission. Although limited personal use of these systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, the organization's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

Volunteers are expected to exercise discretion in using cell phones, taking personal phone calls, or sending/receiving personal emails.

All data in the organization's computer access and communication systems (including documents, other electronic files, email, and recorded voice mail messages) are the property of the organization. Targeted Justice tries to maintain privacy out of respect for



our members, but we cannot guarantee that law enforcement will not access or abuse these files and documents – sometimes illegally.

The organization's systems must not be used to create or transmit material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on protected status. The organization's systems must not be used to transmit personal comments or statements through e-mail or post information to news groups that may be mistaken as the position of the organization. Similarly, the organization's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other such purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the organization's host computer system, networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. All usernames and passwords should be recorded with the designated supervisor.

The following activities, which present security risks, should be avoided:

- Attempts to bypass, or render ineffective, security facilities provided by the organization
- Sharing passwords in the absence of legitimate business reasons
- Accessing the specific document files of other users in the absence of legitimate business reasons
- Changing or modifying hardware or software configurations of computer equipment
- Loading personal software (including outside email services, games, instant messaging software) to company computers
- Downloading programs or installing programs copied from the organization computers
- Loading unlicensed software on the organization's computers
- Attempting to obtain unauthorized access to or use of other organizations' computer systems and/or data
- Copying company software (whether developed internally or licensed) onto other media other than for legitimate business reasons.
- Removing software documentation from the company.

- Changing the location or installation of computer equipment in offices and work areas

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Exercise judgment in assigning an appropriate level of security to documents stored on the organization's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from moveable storage devices before copying documents on such devices for delivery outside the organization.
- Back up any information stored locally on your workstation (other than network-based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact your supervisor.

## **16) Internet Acceptable Use**

Access to the Internet is provided to volunteers to support the mission of the organization. No use of the Internet should conflict with the primary purpose of the organization, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

In addition to the restrictions named in Section 15, the organization's Internet connections may not be used for any of the following activities:

- To download or disseminate copyrighted material that is an infringement of copyright law
- To transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of the organization
- To disclose confidential information
- To send or participate in chain letters, pyramid schemes or other illegal schemes
- To solicit for commercial purposes, causes, outside organizations, chain messages or other such purposes.

## **17) Electronic Mail (Email) Policy**

The e-mail system is provided by the organization to assist volunteers with the performance of the organization's work. Messages that are created, sent, or received using the organization's e-mail system are the property of the organization and are Confidential.

Volunteers may not retrieve or read e-mail that was not sent to them unless authorized by appropriate staff. No personal business is to be conducted using the organization's e-mail.

All e-mail communications should be handled in the same manner as a letter, fax, memo, or other business communication.

If you have any questions regarding any of the policy guidelines listed above, please direct them to your supervisor or the Vice President.

## **18) Personal Electronics Acceptable Use**

The organization understands that many volunteers have cell phones and other handheld communication devices. The organization prohibits the use of cell phones in any way that violates federal, state, or local laws or that is otherwise unsafe.

Volunteers whose job responsibilities include driving are expected to use good judgment if the need to use a cell phone arises while driving. Safety must come before all other concerns.

## **19) Conflict Resolution**

If a conflict between a volunteer and the organization is to occur, volunteers are encouraged to engage in a good faith effort to achieve resolutions of issues in controversy by communicating with an officer of the company. If resolution is not achieved, the organization reserves the right to part with the volunteer. Any further conflict, dispute, or controversy shall be subject to Arbitration/Alternate Dispute Resolution.



## Volunteer Receipt and Acceptance

I hereby acknowledge receipt of the Volunteer Policies of the organization. I understand that it is my ongoing responsibility to read and understand the policies. I also understand and agree that the Volunteer Policies are not a contract for any specific period of time.

I hereby certify, swear, and affirm that I am not being paid or incentivized by any governmental agency, including the FBI, DHS, CIA, DOJ, NSA, nor any State or local governmental agency including Fusion Centers, Police, Infragard, Citizen Corps, etc. I further confirm that I am not in contact or communication with these agencies or contractors working for them.

I have read, understand, and agree to all of the above, and have read and understand the organization's Volunteer Policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

***Only for volunteers that are given password access:***



### **Confidentiality Policy and Pledge – Password access**

Volunteers with password access to Confidential Information must sign this acknowledgment. Any information that a volunteer learns about the organization, or its members or donors, as a result of working for the organization that is not otherwise publicly available, constitutes Confidential Information. Volunteers may not disclose confidential information to anyone who is not engaged with the organization, or to other persons engaged with the organization, who do not need to know such information.

I hereby certify, swear, and affirm that I am not being paid or incentivized by any governmental agency, including the FBI, DHS, CIA, DOJ, NSA, nor any State or local governmental agency including Fusion Centers, Police, Infragard, Citizen Corps, etc. I further confirm that I am not in contact or communication with these agencies or contractors working for them.

The disclosure, distribution, electronic transmission or copying of the organization's confidential information is prohibited. Any volunteer who discloses confidential information may be subject to disciplinary action (including possible termination).

I understand the above policy and pledge not to disclose confidential information. Further, I have also read and understand the organization's Volunteer Policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_