

CINDY
TRIMM
MINISTRIES
INTERNATIONAL | INC

VOLUNTEER POLICIES

At Cindy Trimm Ministries International, Inc. (CTMI), credit for our success is attributable to the professionalism of every member of our team. As a CTMI volunteer, you will have the opportunity to be exposed to powerful Kingdom ministry from a much closer proximity. As you assist us in furthering the message of the Kingdom, we pray your volunteer experience will bring growth to your life both personally and professionally.

Below are the listed policies that we have established for CTMI volunteers. You will also receive a separate Volunteer Handbook clarifying various roles, expectations, and protocols. Please read these materials carefully to ensure that you are aware of the responsibilities that we have set in place for each volunteer.

If you have questions, feel free to contact your designated Volunteer Coordinator for clarification or additional information.

Thank you for your continued enthusiasm and efforts in support of CTMI's goals and objectives.

Dr. Cindy Trimm

Dr. Cindy Trimm
President & CEO

OVERVIEW

GENERAL NOTICE

The policies in this document are to be considered guidelines. Cindy Trimm Ministries International, Inc., at its option, may add, change, delete, suspend, or discontinue any part or parts of the policies in this document or in the Volunteer Handbook at any time without prior notice. Should any provision in this document or the Volunteer Handbook be found to be unenforceable or invalid, such finding does not invalidate the entire Volunteer Handbook, but only the subject provision. The CEO/President of Cindy Trimm Ministries International, Inc., or an appointed designee, retains authority to modify any CTMI volunteer policy. No statements in this handbook may be interpreted as an offer of regular employment with CTMI.

Policy Statement:

The goal of this policy is to deliver a logical and structured approach to the use and engagement of volunteers within CTMI. It supplies structure in relation to their recruitment, vetting, training, welfare, retention, and ongoing engagement, as well as guidance on managing problems should they arise. It is intended to ensure consistency in the involvement, management, and support of volunteers across CTMI.

Financial Implications:

The implementation of this policy may result in a cost to the organization, in terms of out-of-pocket expenses for screening, induction, training, administration, and staff time in connection with managerial duties.

Compliance:

CTMI's policies and procedures are intended to promote not only high standards of excellence and equality, but also long-lasting, positive relationships within the communities it serves.

Overview:

It is CTMI's policy to encourage members of our community to get involved in providing assistance and support. The use of volunteers maximizes community engagement by promoting collaboration between CTMI, other ministries, private and public agencies, and the larger community. It also provides guidance to all

CTMI staff holding responsibility for supervision and engagement of volunteers throughout the organization.

OFFICIAL CTMI VOLUNTEER POLICIES

Recruitment:

The Volunteer Coordinator, with the guidance of the Executive Director, will manage the recruitment of all CTMI volunteers. A role description will be determined in consultation with the Executive Director, detailing the expected tasks and scope of the role.

The Volunteers Manager will determine the most appropriate means of attracting suitable volunteers, using known networks wherever possible, especially from the Kingdom School of Ministry Alumni pool.

All prospective volunteers will complete a volunteer application form.

Persons relieved of their duty (be it voluntarily or involuntarily) as a CTMI employee within twelve (12) months of application may not apply to work in a role which involves direct client contact. Identification of previously unresolved employment issues may disqualify an applicant from serving in any capacity until a resolution has been determined. The Volunteer Manager will be responsible for identifying those applicants and encouraging them to volunteer in a less visible role or only at special events.

Volunteer Screening:

CTMI reserves the right to screen all volunteers and reject any volunteer application submissions with or without notice. Either CTMI or the volunteer can terminate the volunteer relationship at any time, with or without cause or notice.

Volunteer assignments will not constitute an offer of employment or promise for future employment or continued affiliation with CTMI. Volunteers interested in regular employment with CTMI must pursue the appropriate channels of employment application.

No one except CTMI's CEO/President can enter into any kind of employment relationship or agreement. To be enforceable, such relationship or agreement

must be in writing, signed by the CEO/President, and where applicable, also notarized.

Induction and Training:

All volunteer applicants must be at least 16 years old; no upper age limit applies. Depending on the desired role, diverse levels of physical mobility will be required. Some roles will require volunteers to be graduates of the Kingdom School of Ministry.

Initial contact with a prospective volunteer will usually be through an informal interview with the Volunteer Coordinator.

All volunteers are subject to vetting and security checks including, but not limited to, review of relevant qualifications and appropriate references. Where a background check reveals a previous conviction, full details of the conviction and circumstances will be required. A previous conviction does not automatically exclude a person as a volunteer candidate, although where there is a history of impropriety, fraud, embezzlement and/or misappropriation of funds, exclusion will be automatic.

The Volunteer Coordinator will assign a volunteer position to every approved applicant.

Volunteer Screening, Security, and Vetting:

All prospective volunteers must submit a formal application along with any requested documents corroborating the information contained in their application. Prospective volunteers must agree to a background check and may be subject to

other vetting and security checks. Any applicants unsuccessful at this stage of the process have no right of appeal.

Successful volunteer candidates are required to comply with all security and information management policies; any breach may result in legal action and the termination of the volunteer's appointment.

All volunteers will be expected to sign the Volunteer Agreement and the Confidentiality Policy. Volunteers making such a declaration will do so on the following terms:

Confidentiality:

Both during and after voluntary service, the volunteer must not use or attempt to disclose confidential information about CTMI, its technology, methods, financial records, or other business dealings or methods of carrying on ministry-related affairs, except as authorized by CTMI.

The volunteer must not contact or speak to the press or media in relation to their duties, or publish any information in relation to their duties as a volunteer, except as authorized by CTMI.

Any records in any medium concerning CTMI consumers, partners, and/or internal and external stakeholders remain the property of CTMI; a volunteer shall use this information only as authorized to do so by CTMI.

Insurance:

General liability insurance covers all employees and bona fide volunteers acting on behalf of CTMI in the scope of their employment or volunteer assignment, for any liability arising from negligent acts which cause personal injury to a third party or damage to a third-party property.

CTMI's liability insurance covers all employees and bona fide volunteers acting on behalf of CTMI for personal injury sustained as a result of negligence on the part of CTMI while acting in the course of their duties.

Volunteer drivers using their own vehicles on behalf of CTMI must produce original documentation verifying adequate business use insurance coverage (minimum Third Party Fire and Theft), and a valid driver's license and registration (if applicable) for their vehicle. If deemed necessary, the Volunteer Manager will submit a form to the driver's insurance company to verify that the company is

aware of the volunteer's involvement with CTMI and that the volunteer is covered by their policy for this type of work.

Expenses:

Volunteers are not entitled to claim travel expenses to and from their place of volunteering. Volunteers who, by the nature of their role, travel on behalf of CTMI may claim mileage in line with CTMI's policy.

Out-of-pocket expenses may be paid at the discretion of the Volunteer Manager with approval from the Executive Director and CTMI's President/CEO.

Resignation/Dismissal of a Volunteer:

A volunteer may terminate their appointment at any time without notice. The Volunteer Manager must ensure that the CTMI identification badge, other CTMI documents, records, equipment, or CTMI property are returned within seven (7) days of notification of resignation or termination. ID badges must be returned to CTMI for immediate disposal. The Volunteer Manager must notify CTMI personnel of any resignation immediately and further access by the former volunteer must be denied.

Standards and Values:

Although not employees, as representatives of CTMI, all volunteers are expected to maintain a high standard of conduct and commitment to CTMI and the communities it serves, and to adhere to all CTMI policies and procedures.

CTMI reserves the right to terminate the volunteer's appointment at any time for any reason without notice.

Procedures for a Complaint Made by a Volunteer:

If a volunteer makes a complaint, the volunteer is encouraged to first discuss any grievance with their Volunteer Manager as most concerns can be settled amicably in an informal way. If this is not the case, the following procedure should be followed:

Phase 1: Verbal Complaint: The complaint should be discussed formally with the Volunteer Manager. If the complaint is in regards to the Manager, another manager should be involved. During the meeting the volunteer may be

accompanied by a nominated person of their choice. In the event of a non-resolution of the complaint, the volunteer should proceed to Phase 2.

Phase 2: Written Complaint: The volunteer should make a formal complaint in writing to the CEO or Board of Directors. This formal complaint must be received within 14 days of concluding Phase 1. CTMI will respond to the complainant within 14 days of receiving the written complaint. If the volunteer is not satisfied with the written response to the complaint, then they will be given an opportunity to appeal.

Phase 3: Appeal: The volunteer has the right to appeal to the CEO. A meeting will be convened with the CEO, the volunteer, and their nominated person if requested. The decision of the CEO following this meeting is final and will be communicated to the volunteer within 14 days. If the CEO has been involved in earlier phases, a Director or Trustee may chair the appeal meeting.

Procedure for a Complaint Made about a Volunteer:

On commencement of their volunteer role, CTMI volunteers will be offered a formal induction and be required to sign the confidentiality policy and volunteer agreement, as well as complete mandatory training. All volunteers will be given specific written guidelines for the role they are undertaking.

It is expected that this support and guidance will clarify the expectations that CTMI has of volunteers with regard to their conduct, performance, and role in maintaining the high standards of CTMI.

However, in the event that a complaint is made against a CTMI volunteer, the following procedure should be followed:

Phase 1: Verbal Complaint: The complaint should be discussed with the volunteer by the Volunteer Manager to establish whether the volunteer has a clear understanding of the expectations of their role, and whether extra support, supervision, and training should be offered. The situation should be reviewed again in four (4) weeks. The complainant should be informed of the outcome at this stage.

Phase 2: Written Complaint: If the issue is not resolved verbally, the Volunteer Manager should submit a written complaint to the volunteer outlining the reason

for the grievance. A formal meeting should be convened with the Volunteer Manager giving the volunteer the option of being accompanied by a person of their choice. Further assistance will be offered to the volunteer and measurable outcomes determined that should be reviewed within an agreed timeframe. Notes about this meeting, agreed upon outcomes, and review date will be kept in the volunteer's file. If the objectives are met, no further action will be required.

If CTMI decides to ask the volunteer to leave because of the nature of the complaint, the volunteer will be offered the right to appeal.

Phase 3: Appeal: The volunteer may appeal the decision that results from Phase 2, after which the CEO and Directors will review the appeal and respond within 14 days. This decision will be final.

Human Resources Files and Records:

A file for each employee is maintained by the Human Resources (HR) department in accordance with standard record keeping practices. During the volunteer screening, security, and vetting process, volunteers complete a volunteer application, confidentiality agreement, background check authorization form, and car insurance verification forms (where applicable) that automatically become part of their volunteer personnel file. Volunteer information maintained by the HR department includes:

- Legal name
- Home address and personal telephone number(s)
- Personal identification information (state-issued driver's license, car insurance, etc.)
- Emergency contact information
- Volunteer application, resume, and other ancillary documentation
- Background check authorization forms
- All policy-related forms (where applicable)

While these records once submitted become the property of CTMI, it is the volunteer's responsibility to keep the information on file up-to-date. **Volunteers are required to notify the Human Resources department of changes in the information file.** Contact your Volunteer Manager to obtain the correct CTMI

forms to submit such changes; note that failure to do so may negatively impact your role as a CTMI volunteer.

On an annual basis, you may request to review the information kept in your personnel file. Appointments to view your file should be scheduled in advance with your Volunteer Manager.

All CTMI volunteers are expected to adhere to all terms and conditions as outlined in their Volunteer Proprietary Information and Nondisclosure Agreement (NDA) with CTMI.

As a CTMI volunteer, it is your responsibility to understand that Cindy Trimm Ministries International Inc. owns and controls valuable and confidential business and technical information, patents, trade secrets, and proprietary business practices, and has established substantial relationships with customers, collaborators, and vendors. Furthermore, Cindy Trimm Ministries International Inc. may possess confidential information regarding its customers, collaborators, vendors, or others.

Volunteers may not directly, indirectly, or through any third person or entity disclose, inform, convey, divulge, communicate, disseminate, advise, or transfer any confidential information outside CTMI without first obtaining proper authorization. Violation of confidentiality policies may result in immediate termination of your volunteer assignment and/or legal action. If you require clarification of the definition of confidential information or of the authorization required for its disclosure, please consult with CTMI's legal department.

Conflicts of Interest:

Although volunteers' relationships and activities outside the workplace might compete with CTMI, those relationships and/or activities should in no way compromise CTMI's interests or business dealings.

Please refer to CTMI's guidelines to help you avoid situations where a conflict of interest might occur and to understand some of the practices involved in sound business ethics:

Do not accept gifts or other favors of value as a result of carrying out duties on behalf of CTMI. Do not solicit, conduct, or engage in any business, paid or otherwise, for personal gain while volunteering for CTMI or while using CTMI's

resources, without receiving prior written authorization from CTMI's CEO and Volunteer Manager.

Other than as properly authorized in the course of CTMI business, do not divulge internal information, customer information, data, records, pricing, delivery information, or operating methodology. Do not engage in any activities, whether compensated or uncompensated, that could be viewed as compromising CTMI's interests. Cooperate with management in resolving any real or perceived conflicts.

Drug-Free Work Environments/Events:

CTMI is committed to providing its employees and volunteers with a safe work environment. Although you make your own lifestyle choices, CTMI will not accept the risks associated with substance use or abuse in its work environments or at its events. All volunteers are expected to be in suitable mental and physical condition while volunteering with, conducting business for, or representing CTMI in any authorized capacity. All volunteers are expected to report to their assignment free of the influence of mind-altering substances.

CTMI maintains a **Zero Tolerance Policy** regarding intoxicants and illegal drug usage.

Specifically, it is a violation of CTMI policy to use, possess, manufacture, distribute, dispense, sell, trade, and/or offer for sale illegal drugs or intoxicants. The use of mind-altering substances, including alcohol, at any CTMI work location, or coming to an event under the influence of such substances, is a violation of its safe work practices and cause for immediate dismissal. This policy includes the consumption of alcoholic beverages in connection with a meal or business meeting, or the taking of recreational drugs where the volunteer is expected to continue their volunteer assignment after the conclusion of an event.

Note that this policy does not apply to individuals who are taking prescription medication under a physician's care; however, volunteers taking such medications that might affect their judgment and performance are expected to contact the Volunteer Coordinator to request an absence from the assignment until such time that their judgment and performance is no longer affected.

CTMI reserves the right to require that the volunteer screening process include a pre-volunteer drug-screening test. CTMI also reserves the right to immediately dismiss a volunteer upon suspicion of alcohol and/or drug use while on

assignment or where there is a blatant disregard to maintain safety standards. CTMI requires that all volunteers agree to abide by its drug-free workplace policy.

Please consult with your Volunteer Manager for more details regarding CTMI's Drug Free Workplace policy.

Ethics, Core Values, and Codes of Conduct:

CTMI is committed to maintaining the highest ethical standards. Honesty and integrity are central to all of CTMI's business endeavors. These principles are embodied in CTMI's code of ethics, core values, and business practices.

*Please contact the Volunteer Manager to obtain more information regarding CTMI's code of ethics and core values.

Harassment-Free Workplace:

CTMI is committed to creating and maintaining a work environment free from all forms of harassment, exploitation, or intimidation. Every employee, vendor, contractor, volunteer, and customer has the right to a work environment free from unwelcome advances, requests for favors, or other verbal or physical conduct of a sexual or offensive nature which can create a hostile work environment.

CTMI prohibits harassment based on race, color, religion, ethnicity, gender (including pregnancy), gender preference and/or presentation; national origin, age, disability, genetics, or any other status/group protected by federal, state, or local law. CTMI also prohibits any form of retaliation against an employee, vendor, contractor, volunteer, or customer who files a complaint or otherwise participates in the investigation of a complaint.

Note: Conduct that results in unlawful harassment of another will not be tolerated. Such conduct will be prosecuted to the fullest extent of law.

Definitions of Harassment:

Sexual harassment constitutes discrimination and is illegal. For the purpose of this policy, sexual harassment is defined as any unwelcome sexual advance or other verbal or physical conduct of a sexual nature.

Sexual harassment may include a wide range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders. These behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors, sexual jokes and innuendos, verbal abuse of a sexual

nature, comments about an individual's body, sexual prowess, or sexual deficiencies, leering, whistling, or touching, insulting or obscene comments or gestures, displays of sexually suggestive objects or pictures, and other physical, verbal, or visual actions of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race, religion, gender, gender preference or presentation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law. Harassing conduct includes, but is not limited to, nicknames, slurs, or negative stereotyping, threatening, intimidating, or hostile acts, demeaning jokes, and written or graphic material that degrades or shows hostility or aversion towards an individual or group placed on walls or elsewhere on the CTMI premises or circulated at its work locations or sponsored events.

*Please consult with the Volunteer Manager regarding specific definitions and to discuss any questions or concerns you might have.

Conduct and Individuals Covered by this Policy:

These policies apply to all applicants, employees, and volunteers whether related to conduct engaged in by fellow employees, CTMI management, or someone not directly connected to CTMI (e.g., an outside vendor, consultant, customer, etc.).

Conduct prohibited by these policies is unacceptable and will not be tolerated in the workplace or in any work-related setting outside the workplace, such as business trips, business meetings, and business-related social events.

Reporting an Incident:

CTMI encourages the reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victims of such conduct should discuss their concerns with their Volunteer Manager unless he or she is the

subject of concern. If the Volunteer Manager is implicated, contact CTMI's Human Resources department immediately for assistance.

Complaint Procedures:

CTMI urges prompt reporting of complaints by victims or observers to facilitate rapid and constructive action. Although no fixed reporting period is established, early reporting and intervention are the most effective methods of resolving such incidents.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, in some cases, with individuals who observed the alleged conduct or may have other relevant knowledge.

The confidentiality of the situation, protection of those involved, and a thorough investigative process will be maintained to the extent possible. Retaliation against an individual for reporting a harassment or discrimination incident is strictly forbidden. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Any such behavior is subject to disciplinary action, including but not limited to, termination.

Misconduct constituting harassment, discrimination, retaliation, or falsified reporting of such incidents will be dealt with appropriately. Responsive action may include training, referral to counseling, and/or disciplinary action such as a warning or reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination.

Please also refer to the page and category entitled, "**Complaint Procedure for a Complaint Made by a Volunteer and Complaint Procedure for a Complaint Made about a Volunteer**"

Final thoughts on Harassment-Free Workplace Policy:

CTMI developed this policy to ensure all employees work in an environment free from harassment, discrimination, and retaliation. Any employee who has any questions or concerns about these policies should talk with a member of the Human Resources department.

The law and the policies of CTMI prohibit unequal treatment on the basis of sex or any other protected characteristic with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment,

discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Tobacco-free Workplace Policy:

CTMI maintains a tobacco-free workplace in accordance with state and county laws. While we cannot regulate employee or volunteer conduct off the job or outside of work hours, we feel it is our responsibility to support a healthy environment for all employees.

The use of smokeless tobacco products in the workplace is prohibited. Employees or volunteers who wish to smoke are expected to do so only in officially designated areas outside of work facilities. Smoking breaks should be limited to two 10-minute breaks (morning and afternoon). Additional smoking breaks will be deducted from the timesheet (non-exempt) and/or added on to the length of the total work day (exempt).

OTHER POLICIES

Please consult with the CTMI Volunteer Coordinator regarding policies and procedures related to specific volunteer assignments.

Communications:

Volunteers who work alongside CTMI employees must stay abreast of changes in procedures, policies, and general information, and are given a platform to communicate their ideas, suggestions, or problems. Successful working relationships depend upon successful communication.

Volunteers may receive email communications or other materials from CTMI. While there is no regular schedule for distribution of this information, the purpose of each communication is to provide volunteers with news and helpful information as it relates to CTMI events.

CTMI volunteers are expected to read (and respond to where appropriate) all official communications to ensure that they are up to date on changes in policy, information, and assignment expectations.

Driver's License and Driving Record:

Volunteers who operate a motor vehicle for conducting CTMI business are required to maintain a valid driver's license and a driving record acceptable to our insurer. CTMI's insurance policy does not cover volunteers' personal vehicles. Therefore, from time to time, you will be asked to provide updated proof of

insurance showing your personal policy limits. Any changes in your driving record must be reported to the Volunteer Manager immediately.

Search and Surveillance:

CTMI may exercise its right to operate electronic surveillance in and around the work premises and to inspect all packages and parcels entering and leaving the premises, including those items being hand-carried by an individual, processed through the company mail facility, or handled by private courier.

CTMI also reserves the right to confiscate and retain any items that cause, or may cause, a concern for the safety of its employees or the effective operation of company business.

Note: By entering any CTMI facility, you are consenting to CTMI's policy regarding search and inspection. Volunteers are required to cooperate in such searches, and refusal to do so may result in immediate dismissal from your volunteer assignment.

Security:

When stipulated by a CTMI policy, all CTMI volunteers are required to use their security badges to gain access to work areas within CTMI facilities. Volunteers who fail to follow proper security badging procedures may be temporarily locked out of the facilities. Maintaining security, including complying with the following practices, is every volunteer's responsibility:

Always keep security badges and any other documentation properly secured. Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them. Be aware of emergency exit procedures.

Before or after normal business hours, all exterior doors should be kept securely locked to ensure the safety of those still in the building. Secured areas should remain locked at all times.

Visitors are required to sign in at Reception and may only have access to the 1400 Pennsylvania Avenue location. Report unknown or unaccompanied visitors to your Volunteer Manager or other CTMI personnel.

Do not allow access to unknown or unauthorized individuals to secured areas. All incidents regarding theft, damage, vandalism, or sabotage of CTMI property should be reported to the Volunteer Manager immediately. This property

includes, but is not limited to, computer equipment, office equipment, any CTMI or customer proprietary information, or other CTMI assets. It is each volunteer's responsibility to safeguard CTMI property and to report any misuse or misappropriation to his or her Volunteer Manager.

Additionally, volunteers are required to wear ID badges while participating at any CTMI event for the duration of such event.

Defense Investigative Services Industrial Program:

CTMI may be engaged in classified work for the U.S. Government and maintains a comprehensive security program for the protection of classified material. DOD's "National Industrial Security Program Operations Manual" (NISPOM) establishes uniform security practices to be followed. Access to classified information is given only to properly cleared personnel on a need-to-know basis.

In the event you are authorized in your role as a volunteer to be exposed to classified material in the performance of your assignment, you are personally responsible for complying with the NISPOM as well as other instruction as may be issued by customers. Failure to observe these regulations can seriously jeopardize CTMI's professional reputation and could also result in immediate dismissal from your volunteer assignment, a fine, and/or imprisonment under U.S. espionage laws.

These regulations will be explained to you upon successful completion of the volunteer screening, security, and vetting process, and again by your Volunteer Manager or a representative of the Security Department as necessary. Before handling classified information, volunteers must familiarize themselves with proper procedures for handling such information. Volunteers must contact their CTMI Volunteer Manager, Facility Security Officer, and/or the customer's Security Officer if they encounter any special problems or notice any possible breach of security.

Privacy Act:

As a government contractor performing services under government contracts, CTMI is required to design, develop, and operate a system of records on individuals.

Therefore, CTMI is subject to the Privacy Act of 1974 (Public Law 93-579, December 31, 1974) as set forth below. With the proper authorization and disclosure, CTMI volunteers may be allowed to perform work under such

government contracts that give them access to records containing personal and/or confidential information on individual citizens of the United States. Volunteers are required to ensure that any system of records they design, develop, or operate can be maintained in accordance with the terms of the Privacy Act. Furthermore, volunteers must treat all such information as confidential and, as such, not discuss, reproduce, or otherwise disclose this information to an individual (including fellow employees) or entity, except as may be required in the performance of their duties.

Volunteers are also required to be alert to possible misuses of the system and report any misuses they believe are not compliant with the Act to their Volunteer Manager or Human Resources Officer. You should consult with your immediate Volunteer Manager prior to taking any action if you are in doubt as to whether such action is in compliance with the Act.

Volunteers are expected to use best professional judgment and to adhere to the highest professional ethics regarding information obtained while on assignment with CTMI. Volunteers who violate this Act may be subject to immediate dismissal and criminal prosecution for committing a willful violation of the Act, which may be considered a misdemeanor with a maximum fine of \$5,000.

Solicitations and Distributions:

Solicitation on CTMI's property is not permitted. Volunteers should not distribute non-CTMI literature or conduct non-CTMI activities in work areas at any time. Volunteers desiring to distribute communications to CTMI employees for non-CTMI activities must first obtain written permission from the Volunteer Manager

Intolerance of Theft:

Property theft is the unauthorized taking of CTMI property or use of CTMI's services or facilities. Although taking small items of CTMI property such as a

ream of paper, office supplies, or refreshments seems inconsequential, the cumulative effect can be very significant and has a negative impact on CTMI. CTMI does not tolerate larceny or theft of any kind and violators will be prosecuted to the fullest extent of the law.

*An electronic version of this Volunteer Handbook is available online.

I understand that my signature below indicates I have read and understood the above statements and have received a copy of CTMI's policies.

Volunteer's Printed Name

Volunteer's Signature

Date

The signed, original copy of this acknowledgement of receipt will be filed in your personnel file.