

PROTECTION OF EMPLOYEES & VOLUNTEERS POLICY – ACCIDENTS DO HAPPEN

- 1. Workplace Security.** The Church is committed to providing a workplace that is free from violence and threats of violence. Although some kinds of violence result from societal problems that are beyond our control, we believe that measures can be adopted to increase protection for employees and to provide a secure workplace. In keeping with this commitment, we've established a strict "zero tolerance" policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on Church-related business, while operating any vehicle or equipment owned or leased by the Church, or while operating a personal vehicle in the course of performing work for the Church. This policy applies to all employees.

If you believe that you have experienced or witnessed any violence or any threat of violence by a co-employee, or person doing business with or for the Church, or by anyone else on Church's premises, you should immediately report the matter to the _____.

Inappropriate behavior, which should be reported, may consist of comments, gestures, and/or actions. The Church prohibits any reprisals or retaliation against any individual for reporting any violence or threat of violence, or for participating in any investigation by the Church.

Any report of violence or threat(s) of violence will be promptly and thoroughly investigated. If the Church determines that our "zero tolerance" policy has been violated, we will take remedial action commensurate with the severity of the offense. This remedial action may include disciplinary action, up to and including termination.

- 2. Workplace Safety.** The Church is concerned about the safety, health and workplace security of every employee. Thus, the following safety, health and workplace security guidelines are important for all of us. All employees have a responsibility to themselves, their co-workers, and the Church to prevent accidents, acts of violence and threats of violence. Our safety depends upon a thorough understanding of all safety guidelines. Employees who jeopardize their own safety, health or workplace security or that of other employees or anyone else may be subject to disciplinary action, up to and including immediate termination. All employees should keep the following safety guidelines in mind (please note this list is not exhaustive):

- a. Report any unsafe or hazardous condition and any workplace security hazard to your Supervisor immediately.
- b. Report any incident involving a threat of violence or act of violence to your Supervisor immediately.
- c. Report all equipment defects to your Supervisor immediately. In no circumstances should any repairs be attempted by anyone other than authorized maintenance personnel. **IT IS YOUR RESPONSIBILITY NOT TO OPERATE DEFECTIVE EQUIPMENT.**

- d. Report any accidents involving yourself or visitors to your Supervisor immediately – even if there are no injuries.
- e. If your job requires the use of hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. Questions concerning materials and proper safety and disposal procedures should be discussed with your Supervisor.
- f. Avoid awkward positions when bending, stooping or turning.
- g. Do not subject yourself to strain using improper lifting methods. Correct lifting procedures are to (a) bend your knees; (b) keep your back straight; and (c) lift with your legs.
- h. Do not try to lift or carry too heavy a load.
- i. Be cautious in the use of extension cords and multi-unit plugs.
- j. Do not leave any obstruction, including clothing, on the floor. General housekeeping is each employee's responsibility.
- k. Do not climb onto or into any shelving fixtures.
- l. Do not block any exit or electrical panel.
- m. Walk – don't run!
- n. No horseplay.
- o. Use good judgment.

The above list of safety rules does not include every possible safety, health and workplace security rule. If you have any questions about the Church's safety rules, you should ask your Supervisor.

Injury and Illness Prevention Program

Our Injury and Illness Prevention Program ("IIPP") is an important part of protecting the health, safety and workplace security of all employees. The HR Committee is responsible for administering our IIPP.

The Church may communicate to its employees about matters of health, safety and workplace security employee meetings, by posting notices, by distributing memos or newsletters, or by other means. In addition, the Church encourages employees to direct any questions or suggestions regarding the IIPP or health, safety and workplace security issues to the _____.

Compliance with Safety, Health and Workplace Security Practices

The Church's safety, health and workplace security policies and procedures ("safety rules") are strictly enforced. All employees are required to comply with the Church's safety rules.

Additionally, compliance with the Church's safety rules will be viewed positively in performance evaluations. Conversely, failure to observe the safety rules or jeopardizing one's own health, safety or workplace security or the health, safety or workplace security of other employees may

be viewed negatively in performance evaluations. Furthermore, an employee who fails to observe the safety rules, or who places his/her own health, safety or workplace security or the health, safety or workplace security of another employee in jeopardy will be subject to disciplinary action, including termination or removal from position.

Reporting Any Hazard or Unsafe Condition. Each employee is responsible for informing his/her Supervisor, and the _____ immediately of any hazard (including any workplace security hazard) or unsafe condition in the workplace. Employees should not fear reprisal for reporting any unsafe or hazardous condition. If a situation is reasonably deemed not urgent, employees, however, may report such conditions anonymously by placing a note in the _____ in-box or by mailing a note to the Church, Attention: Health and Safety; however, time is of the essence.

Ergonomics. The Church is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Church will make reasonable necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training as appropriate. The Church encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

If you have any questions about ergonomics, please contact the _____.

Smoking Policy. The Church does not allow smoking within any enclosed workspace on its premises. The Church also does not allow employees to smoke on Church property or in Church vehicles. Smoking by employees is also discouraged at any Church activity held off the Church property.

Drug and Alcohol Abuse. The Church is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health thereby seriously impairing the employee's value to the Church. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Church to risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance.

The following are strictly prohibited by the Church:

- a. Possession or use of alcohol or illegal controlled substance, or being under the influence of the same while on the job.
- b. Driving a Church vehicle while under the influence of alcohol or an illegal or controlled substance.
- c. Distribution, sale or purchase of an illegal or controlled substance while on the job.

Church employees are expected to follow the above rules and standards of conduct during the workday (including meals and rest periods). Violation of the above rules and standards of conduct will not be tolerated. The Church may also bring the matter to the attention of appropriate law enforcement authorities.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Church property will not be tolerated because such conduct, even though off duty, reflects adversely on the Church. In addition, The Church must keep people who sell or possess controlled substances off Church premises in order to keep the controlled substances themselves off the premises.

If you are using prescription or over-the-counter drugs that may impair your ability to safely perform the job, or affect the safety or wellbeing of others, you must notify a Supervisor of such use immediately before starting or resuming work.

The Church encourages and will reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. The Church is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Church obligated to re-employ any person who has participated in treatment and/or rehabilitation. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Church's treatment of employees who violate the rules and standards described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church's responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPAs part of the process of developing your policies and procedures.