

Recovering *from* Religion

"Because no one should make the journey alone"

www.recoveringfromreligion.org

VOLUNTEER POLICY MANUAL

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SECTION I – INTRODUCTION AND OVERVIEW

WELCOME

Welcome to Recovering from Religion! We appreciate your commitment to helping others and we look forward to working with you as a valued member of our team. As a volunteer of Recovering from Religion, you represent this organization, and we are so glad you are here! This Volunteer Policy Manual is intended to provide guidelines and information about Recovering from Religion's personnel policies, procedures, and rules of conduct. It is important that you read, understand, and become familiar with this handbook to best comply with expectations. Please talk with your supervisor if you have any questions or need more information.

It is not possible to anticipate every situation or to answer every possible question. Recovering from Religion reserves the right to modify or revise any policy, with or without notice, as necessary. The information in this Volunteer Policy Manual supersedes and replaces all previous versions.

No part of this manual is meant to supersede the bylaws of Recovering from Religion or the laws or statutes of the federal or the state governments of the United States.

OUR HISTORY

Recovering from Religion was founded in 2009 by Dr. Darrel Ray, author of The God Virus: How Religion Infects Our Lives and Culture, Sex and God: How Religion Distorts Sexuality, and two other books related to business psychology and management. As Dr. Ray toured the country promoting The God Virus, people sought him out looking for others also negatively affected by religious belief. Within a year, over 25 groups had self-started for people seeking support for their own experiences transitioning away from their "faith of origin." By 2011 the support groups continued to grow, and he brought on a team of people passionate about reaching everyone who identifies as recovering from religion. In 2011, Recovering from Religion became a registered non-profit organization and is recognized as a 501(c)(3) tax-exempt charity with the Internal Revenue Service.

OUR MISSION

Recovering from Religion's mission is to offer hope, healing, and support to those struggling with issues of doubt and not believing.

OUR VALUES

1. We value the deeply personal and unique path everyone takes on their journey away from religion and/or faith.
2. We are committed to helping anyone who reaches out to Recovering from Religion for help and/or support, from questioning believer to lifelong non-believer.
3. We respect everyone's right to their journey at a pace that works for their situation.
4. We value encouraging opportunities for learning experiences and education beyond the boundaries of each person's individual faith background.
5. We recognize the many emotional, societal, and cultural conflicts that can, and do, arise from reconsidering the role of religion in everyone's life. We are committed to providing multi-faceted support opportunities to anyone experiencing these conflicts.
6. We are dedicated to educating the public on the need for these support services, and to working with

organizations who share our values and goals.

OUR VISION

The vision of Recovering from Religion is to support, equip, and empower anyone who has been negatively impacted by religion or faith as they find their place in the secular community.

OUR PURPOSE

Statement of Purpose:

1. Provide transitional emotional support and tangible resources to people facing the myriad of issues that arise by disengaging from doctrinal belief.
2. Create positive and encouraging networking opportunities for individuals seeking support within the secular and nontheistic community.
3. Educate both the religious and secular communities on both the process and negative impact of indoctrination in the lives of our target client base.

SECTION II - EXPECTATIONS AND RESPONSIBILITIES

WHAT YOU CAN EXPECT FROM US

1. We will be respectful in our communications with and about you.
2. We will provide a welcoming environment in which you can work.
3. We will provide resources and tools for projects you are working on, to the best of our ability.
4. We will provide a support network for you in your activities with Recovering from Religion.
5. We will help you understand the amount and types of work expected from you.
6. We will be accommodating and understanding of your unique needs to the best of our ability.
7. We will accept and respect your lifestyle and time constraints.

WHAT WE EXPECT FROM YOU

1. We expect you to be respectful in your communications with and about Recovering from Religion.
2. We expect you to be a good representative of RfR's mission, values, vision, and purpose.
3. We expect you to educate yourself about the projects and issues RfR is working on.
4. We expect you to work with us to find volunteer opportunities that fit your interests and skills.
5. We expect you to let us know in advance if you cannot follow through on a responsibility you committed to, and that you make every effort to find a replacement.

LENGTH OF SERVICE EXPECTATIONS

Recovering from Religion is heavily dependent on the many wonderful volunteers who make up our "boots on the ground" around the world. As such, we are deeply invested in meeting your needs with the goal of maintaining a broad and diverse RfR support team. To maintain a healthy balance between the many demands on volunteer time and the need for continuity within Recovering from Religion, volunteers are asked to commit to one year of service at a time. If you want to continue for another year, we welcome you to renew your status with us and continue as a valued team member. If you prefer to take a break after a year, or leave RfR entirely, we support you and appreciate the opportunity to have gotten to know you. We ask for as much notice as possible so we can work with you on finding an active and adequately trained replacement.

TIME COMMITMENT EXPECTATIONS

1. Support Group Leaders can expect approximately 4-6 hours of their month being dedicated to their Recovering from Religion group meeting. This includes meeting promotion, topic selection, a monthly 2-hour meeting (minimum), and/or online support participation.
2. Helpline volunteers can expect a minimum of 4 hours a month being dedicated to calls and chats, more at the discretion of the volunteer. This includes at least one night/weekend shift per month. Our availability is made possible by volunteers working as a team to fill in our after-hours calendar.
3. Bloggers can expect approximately 8-10 hours of their month being dedicated to writing for and interacting with the blog team.

All volunteers can expect approximately 8 additional hours per year dedicated to continuing education, training, and networking/support opportunities. Other volunteer positions are widely variable in their time commitment, and will be addressed on an individual basis.

TRAINING EXPECTATIONS

Volunteers are expected to successfully complete relevant training and education opportunities provided by Recovering from Religion to adequately navigate their responsibilities within the organization.

AFFILIATION RESPONSIBILITIES

1. Be scrupulous in keeping ALL other group activities separate from RfR. RfR does not promote any agenda other than simply helping people recover from the negative impact of religion.
2. Our volunteers are usually active in other secular communities. When representing RfR, you must stay focused on RfR and remain neutral about other groups, activities, and involvement unrelated to Recovering from Religion.
3. Refer to the Travel and Conference Attendance Policy and Procedure Manual for additional expectations at conferences or conventions.
4. Volunteers may not represent RfR in conjunction with any other group or organization. If you are also a leader or facilitator of another group, do not connect the two in any official manner. RfR is not a "front group" for any other local or national organization.
5. Please let us know any concerns you may have with this policy - we are happy to work with you about appropriate handling of any conflict of interest that you may have with other organizations.

GENERAL POLICIES

As a "face" or "voice" of Recovering from Religion to our clientele it is crucial you know and understand our policies.

1. **Patience:** Be willing to gently but firmly challenge personal and societal assumptions about the impact of religion on society. Use and develop empathy, open communication, and listening skills. Keep in mind the inherent co-dependency of religion when interacting with RfR clientele. This belief, for many, has been a lifelong process of indoctrination. It may take time for people to reconsider their approach to dealing with conflict, and addressing logical fallacies. Be a voice of patience, guidance, and gentle reasoning, while encouraging your fellow volunteers to do the same.
2. **Training:** If applicable, successfully complete your program's Training Certification Course. RfR staff members contribute substantial time and energy to our training programs so that you can be successful in your time with us. As such, we expect volunteers to attend all training sessions, with exceptions made for extenuating circumstances on an individual and minimal basis. We also expect at least one-year commitment from our volunteers in recognition of the staff's training investment. If you

are "grandfathered" in before the new training course takes effect, we will work with you to complete this in a reasonable time to maintain active status.

3. **Neutrality:** Take pride in maintaining respectful dialogue with everyone in their journey away from the confines of faith. Respect how personal a journey the process of leaving religion and faith is for everyone, and allow people to arrive to their conclusions in their own time, in a way that works for them. You may suggest resources that encourage thought beyond the fundamentals of faith, but you may not participate in or allow "religion bashing". Owing personal opinions is acceptable (I-statements) but judgmental positions that "slam" other beliefs (finger pointing "you" or "they" statements) are not. This is a fine line to walk – ask if you have ANY questions or need help with this.
4. **Meetings:** If relevant to your role in RfR, meetings must be held in public access locations with a preference for privacy (library or community meeting rooms, private restaurant areas, many public schools allow after hours' usage, etc). For safety and liability reasons may not be held in private homes. Meetings are free, public events. While financial support of RfR is always appreciated, the only requirement for attendance is a sincere desire to explore the impact of religion on their lives.
5. **Proselytizing:** As an RfR volunteer, there is absolutely no promoting, proselytizing, or evangelizing of any supernatural belief system under any circumstances. This includes "new age" beliefs such as Reiki, chakras, etc. There is a fine line between "I believe xyz" and "you should believe xyz". Our volunteers must distinguish between the two with our clientele. Allow the first, and discourage the second. If anyone promotes supernatural belief, or there is any attempt to convert or proselytize, firmly restate the purpose of the conversation and ask how the "evangelizer" identifies as recovering from religion to turn their focus back towards themselves. If the behavior continues, politely but firmly discontinue the conversation, letting them know they are welcome to return when they will respect our rules.
6. **Confidentiality:** RfR has a duty to ensure that those who seek services from us are not stigmatized or put at risk. Maintaining strict and total confidentiality at all times is crucial. There are no exceptions.
7. **Communication:** Inform the RfR office staff of interactions that may require follow-up. Informing staff of necessary information and follow up ensures that we can maintain high quality services for those who rely on us. This assists in our ability to schedule and maintain availability for community members.
8. **Care for Yourself:** Contact RfR office staff if you need support or time to process experiences that may have been triggering or difficult in your interactions with RfR clientele. RfR staff is here to support our volunteers any time an experience or interaction is difficult. It is important to care for yourself and seek support to avoid "burn out". We are here for you!
9. **Support:** Check in on our Communications Hub - Slack - to connect with other volunteers. We do not work in isolation and find strength and community by connecting with one another.
10. **Sobriety:** Maintain sobriety while performing your volunteer duties. Clients deserve advocates who are present and focused on client needs. Mind altering drugs and alcohol may inhibit your ability to meet your obligations support a client in crisis.
11. **Continuing Education:** Participate in at least 6 hours of continuing education per year as offered or approved by Recovering from Religion. Continuing education opportunities are available through online meetings, local events, and participation at conferences. This provides volunteer advocates the opportunity to network, gain support, and stay informed.
12. **Media Contact:** Direct all press inquiries to the admin@recoveringfromreligion.org email address. Volunteers in any capacity may not comment regarding RfR to the press without express written

permission and media training. RfR shares a consistent message with the community by directing all press inquiries through authorized staff members.

SECTION III - VOLUNTEER TERMS AND CONDITIONS

AT WILL AGREEMENT

All positions are held at the mutual consent of you and Recovering from Religion. Both you and RfR have the right to terminate this relationship at any time, with or without cause or notice, although reasonable notice is courteous to all parties and preferred if possible. This agreement constitutes the entire agreement between you and RfR and it supersedes all prior agreements. Other policies and procedures of RfR may change from time to time, but this agreement remains in effect throughout your position with RfR unless specifically modified and signed by you and the Executive Director. This at-will agreement may not be modified by any oral or implied agreement.

STAFF CLASSIFICATIONS

- Volunteer – RfR classifies a volunteer as any individual holding a non-compensatory position with Recovering from Religion.
- Executive Director – RfR classifies an Executive Director as the individual having oversight of this organization.
- Executive Board Member – RfR classifies Executive Board Members as the individuals who guide the policy of this organization.
- Director – RfR classifies the director as the individual having oversight over the Helpline (calls/chats/support groups) and the Secular Therapy Project.

STATUS OF MINORS

Volunteers with Recovering from Religion must be at least 18 years of age.

SECTION IV - STAFF MANAGEMENT

TARDINESS AND ABSENCE

Recovering from Religion understands that because of illness or emergency you may occasionally be unable to fulfill your obligations. If you are unable to report to your duties as expected for any reason, you must notify your group or team. It is your responsibility to keep Recovering from Religion informed daily during a short-term absence. If you do not call in or report to work on time you may be subject to disciplinary action, up to and including termination.

PROMOTION, DEMOTION, AND TRANSFER

It is the intent of Recovering from Religion to give volunteers preference over others when filling job openings within Recovering from Religion. However, because of the experience, skills, and educational requirements of many jobs, promotions from within Recovering from Religion are not always possible. A volunteer's past performance, experience, attitude, qualifications, and potential are all important factors which are considered in making promotion and transfer decisions. Recovering from Religion reserves the right to promote, transfer and demote volunteers, at its sole discretion, with or without cause or notice.

DISCIPLINARY PROCEDURES

Recovering from Religion is an "at will" employer. RfR, the staff member or volunteer may terminate employment or volunteer service "at will" with or without notice, with or without cause.

1. Disciplinary Procedures – Whenever it is determined that a staff member has committed a disciplinary offense, the staff member's supervisor and program director will decide upon an appropriate disciplinary action. This may include education opportunities, verbal and/or written warning, suspension, or discharge. The appropriateness of the penalty in each case is determined by the program director depending on the seriousness of the offense, the staff member's prior history, and other relevant circumstances.
2. Written Warning - A record of the meeting stating the facts and the action taken are prepared by the program director, who will review the warning memo with the staff member and ask the staff member to sign it. One copy will go to the staff member and another copy will be placed in the staff member's personnel file.
3. Termination – Terminations must be approved by the Executive Director and every effort made to avoid unwarranted discharges through preventative action whenever possible.

JOB DESCRIPTIONS

A job description summarizes your duties and responsibilities and gives you important information about your new position. Please read and study your job description carefully and discuss it with your supervisor if you have any questions. Recovering from Religion reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

PROBLEM SOLVING PROCEDURES

The following guidelines are established to help staff members voice their opinions and discuss their problems and concerns.

1. Discussion and resolution should be attempted through their immediate supervisor first.
2. If any staff member feels they have not received a satisfactory response from their immediate supervisor, they may schedule an appointment with their program director.
3. If the situation is still not resolved satisfactorily, an appointment should be scheduled with the Executive Director to discuss the issue further.
4. If the issue is still not resolved, the staff member may request to meet with the Board of Directors at their discretion. This request is made through the Executive Director.

SECTION V - MEDIA EXPECTATIONS AND RESPONSIBILITIES

INTRODUCTION

This policy section governs the ownership, publication of, and commentary of virtual and real media, to include hardware, software, internet, online, and social media as well as any public statements made by appropriately designated personnel of Recovering from Religion. All uses of social media and public commentary must follow the same ethical standards that Recovering from Religion volunteers and employees must otherwise follow. For the purposes of this document, virtual media means any online storage, publication, interaction, and commentary, including but not limited to: email, forums, blogs, wikis, social networking sites such as Facebook, LinkedIn, Instagram, Twitter, Flickr, and YouTube.

PUBLIC STATEMENT POLICIES

1. Only designated RfR personnel are authorized to make public statements. Designated personnel are the Executive Director, a Communications/PR Director and a Development Director. All other personnel not designated by title must receive media training and/or written pre-approval by any above designated personnel before making public statements about or on behalf of Recovering from Religion.
2. Any exceptions to the designated personnel must be explicitly stated in writing to any additional personnel who must equally conform to this policy. Such designated personnel are subject to this policy to the extent they identify themselves as a Recovering from Religion volunteer or employee (other than as an incidental mention in a personal social media post about topics unrelated to Recovering from Religion).

ACCESS TO REAL AND VIRTUAL ORGANIZATION PROPERTY

Recovering from Religion reserves the right to always have access to organization property, including but not limited to records, documents, and files. This includes access to RfR provided workstations, filing cabinets, desks, computers, computer files, voice mail, email, online storage, software, hardware, and any other real or virtual organization property at its discretion, with or without notice or consent.

COMPUTER AND SOFTWARE USE

All external disks, flash drives, or removable data from an outside source must be checked for a virus before using it on any computer utilizing software owned, installed, or managed by Recovering from Religion.

1. All communications with RfR email accounts are for professional reasons only. Staff members are responsible for ensuring their RfR email is used in an effective, ethical and lawful manner. Internet Relay Chat channels, as available, may be used to conduct official organization business or to gain technical or analytical advice. Databases may be accessed for information as needed. Email may be used for organization contacts and other business solely related to Recovering from Religion.
2. It is strictly prohibited to use real or virtual Recovering from Religion property for personal gain or advancement of individual views, solicitation of non-organization business, or any other unauthorized use.
3. Each staff member is solely responsible and liable for the content of all text, audio, or images placed or sent over the Internet, and/or all messages sent by email. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated should have your name and title attached. No messages are transmitted under an assumed name without prior and explicit authorization from program director and Executive Director. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is to be used. Staff members expressing personal opinions on the Internet or through e-mail must do so via private email/media accounts entirely unaffiliated with, entirely unrelated to, and entirely unable to be confused with Recovering from Religion.
4. Failure to observe copyright or license agreements may result in disciplinary action from Recovering from Religion or legal action by the copyright owner. Recovering from Religion is not responsible for an individual's failure to observe copyright or license agreements.
5. All communications created, sent or retrieved over software installed, contracted, managed, and/or utilized by Recovering from Religion are the property of Recovering from Religion and should be

considered potentially public information. Recovering from Religion reserves the right to access and monitor all messages and files on such software as deemed necessary and appropriate.

6. Harassment of any kind is strictly prohibited. No communications using stated or implied remarks in conflict with the previously stated Harassment Policy may be transmitted via software installed, contracted, managed, and/or utilized by Recovering from Religion, or while acting in any capacity as a volunteer or employee of Recovering from Religion.
7. Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, Recovering from Religion will advise appropriate legal officials of any illegal violations.

ONLINE AND SOCIAL MEDIA EXPECTATIONS AND RESPONSIBILITIES

By following these simple guidelines, we can ensure that the Recovering from Religion's reputation and mission is well represented to friends and followers throughout online media.

1. **Ownership:** All Recovering from Religion organizational social media accounts must be set up in such a way that the Executive Director, and one additional staff/board member shall have admin/owner status of the account.
2. **Setting up Social Media:** Assistance in setting up official Recovering from Religion social media accounts and their settings can be obtained from the Marketing Coordinator.
3. **Customizing Social Media:** All "profile pictures" of RfR pages must be the official RfR logo. Custom or personalized "cover photos" are encouraged and allowed for local pages/accounts, with approval from the Marketing Coordinator. All images other than official RfR logos must be approved prior to use as a page identifier.
4. **Public Access to RFR Media:** Except where otherwise specified, privacy settings on RfR social media platforms should be set to allow anyone to see profile information similar to what would be on the Recovering from Religion website.
5. **Conflict of Interest:** We recognize and appreciate how involved many of our volunteers and supporters are in different areas of the secular world. However, RfR social media is not to be used for advertising secular resources unrelated to the topic of recovering from religion. This includes, but is not limited to, self-promotion, blogs, podcasts, speaking appearances, unrelated articles, and unrelated local, regional, or national events. If you aren't sure, please ask before posting.
6. **Appropriate Topics:** Posts or comments about science, religion, sexuality, Post-Traumatic Stress Disorder, psychology, grief recovery, parenting, and any/all topics related to religious transitions and transformations are all within the realm of the concepts of recovering from religion.
7. **Inappropriate Topics:** Posts or comments discussing or in any way addressing the secular community's position on, or reaction to, any/all "movement focused" discussions, debates, arguments, disagreements, 'click-bait' formats etc. are inappropriate topics for the scope of Recovering from Religion online presence. If you are not sure, ask first.
8. **Politics:** Posts or comments regarding religion's influence in politics, especially personal changes in perspective and viewpoint or understanding can be equally relevant to a limited extent. Generic political posts, direct or implied support of a candidate, or "calls to action" in the political arena are not only irrelevant to the mission of RfR, but a violation of Recovering from Religion's 501(c)(3) status. Absolutely no political campaigning or promotion is allowed under any circumstances.
9. **Tolerance Policy:** Under no condition should any posts be made or allowed which are sexist, racist,

or in any way a violation of the stated policies for Recovering from Religion. RfR is a proud equal rights organization and will not engage or tolerate such behavior.

10. **Removal:** Recovering from Religion reserves the right to remove any social media content inappropriate to the goals and purpose of the organization.
11. **Warning and Banning Social Media Users:** All communications with users related to warnings and banning should be maintained (screenshot, email, IM, etc.) A folder should be created for each username with the social media outlet involved and shared with the program director via Google Drive. Each file in the folder should use the YYYYMMDD format along with the username. For example: folder name Smith_John_Facebook contains the files Smith_John_20120615.jpg and Smith_John_20120616.eml. The Executive Director and Media manager has final approval for all bans. Any other personnel designated to use social media outlets should receive approval to ban from the one of these individuals before completing the ban procedures for each incident.
12. **Religious Content in Posts:** Recovering from Religion's online presence is specifically for people recovering from religion. Some of these people identify as theists, and they may reference their religious beliefs and texts about their personal convictions. Any posts by theists made for "preaching at" or attempting to convert members is not to be tolerated. A warning is issued for the first offense (follow RfR policy for documenting each occurrence) and the user will be banned from the page by an authorized administrator if the offense occurs again.
13. **Maintaining a Safe Online Atmosphere:** All RfR web pages are a safe place for people to post freely without fear of retribution or argument from pro-religious users.
 - a. All comments made by any RfR representative are to be professional and courteous, encouraging respectful consideration of the lengthy recovery process and dialogue.
 - b. There is no way to know the belief status of users ahead of time and no requirement to do so.
 - c. If an "evangelical theist" posts, that user should be publicly, politely, but firmly, warned in a reply after their message and immediately messaged privately with an official warning following RfR stated procedure. Second offenses result in being banned.
 - d. Internet trolling is not allowed on the Recovering from Religion's web presence and trolling users will be permanently banned. If you are not sure if a post qualifies as trolling, please contact an administrator or Director for guidance.
 - e. Unlike your personal online presence, when you post on any Recovering from Religion web page you are representing RfR and should follow all aspects of this handbook.
 - f. Do not engage in verbal slugfests with users. RfR can remain removed from most debates and allow users to discuss topics with each other while maintaining a tone of respectful dialogue.
 - g. If someone blatantly misrepresents an official Recovering from Religion position, then that position should be clarified using Recovering from Religion's policy language.
 - h. Humor is an incredibly effective tool, but take caution to consider the type of humor and appropriate context. Ensure that you use emoticons and sarcasm tags (/sarcasm) to help readers clearly identify your humor.
 - i. When posting/replying as a "Recovering from Religion" account you must identify yourself.
 - i. Example 1: "This is John Smith, a local support group for Recovering from Religion, and I am posting to clarify my understanding of this position on this issue being discussed."
 - ii. Example 2: "Recovering from Religion's position on this issue being debated is [...]. – John Smith, RfR Volunteer

SECTION VI - ETHICAL STANDARDS AND EXPECTATIONS

EXPECTATION OF PROFESSIONALISM

Employees and/or volunteers of Recovering from Religion are expected to behave with the highest level of ethical standards and behaviors. Recovering from Religion is NOT an atheist evangelist organization. While some irreverence is a constructive and cathartic part of disassociating from religion for our clients, outright "bashing" of religion requires gentle but firm referrals to a more suitable organization and is entirely unacceptable behavior for employees and/or volunteers. It is Recovering from Religion's policy to speak the truth about the negative impact of religion while encouraging and facilitating discussions with those who question the role of religion in their lives. The truth should be direct and honest and never include profanity or personal insults. When in doubt, choose the high road and behave above reproach, in a manner that you would be proud to have under spotlight and/or scrutiny.

EXPECTATION OF CONFIDENTIALITY

To the best of our ability, no identifying information concerning any employee, volunteer or client will be divulged outside of the scope of their role within the organization without prior written consent and/or legal compulsion. This includes, but is not limited to, addresses, telephone numbers, personal email, shift schedules of volunteers and other identifying information. Employees and volunteers are expected to sign a confidentiality and non-disclosure agreement as a condition of their position with Recovering from Religion. Recovering from Religion requires strict confidentiality be maintained with respect to information obtained by staff concerning the organization, its clients, and others it serves. Volunteers assume sole legal liability for unauthorized disclosure. Volunteers may not disclose confidential or private information regarding clients, staff, donors, organizational finances, or RfR operations. Confidential information includes but is not limited to identifying information regarding clients and volunteers, potential programs or projects, anything not yet announced to the public, product or campaign schedules, and financial information. **Volunteers are encouraged to ask questions for clarification regarding any issues related to confidentiality.** Failure to comply with the confidentiality policies of the organization may result in disciplinary actions, up to and including the immediate dismissal of the volunteer. Volunteers of Recovering from Religion are restricted from discussing these same matters with third parties for a period of 12 months after termination of service with the organization.

EXPECTATION OF HONESTY

Recovering from Religion believes in transparency and honesty.

1. Volunteers who are closeted or otherwise concerned about revealing their identity are welcome to use a pseudonym, but they must disclose their pseudonym to RfR and use the same pseudonym consistently.
2. You may not say anything dishonest, untrue, or misleading. If you do, you must admit your mistake as soon as possible, note the correction/edit (on a blog or wall post, for example), and move on.
3. Disclose conflicts of interest. If you have a vested interest in something you are discussing, point it out. If you aren't sure, it's always better to fully disclose.
4. You must respect laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Recovering from Religion's own copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the

original author/source in your statement or, if online, with a direct link.

SECTION VII - GENERAL PERSONNEL POLICIES

POLICY AGAINST HARASSMENT

Recovering from Religion is committed to providing an environment free of discrimination and/or harassment. In keeping with this commitment, Recovering from Religion maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment of volunteers by supervisors, co-workers, colleagues, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a stated or implied condition of employment;
2. Submission to or rejection of the conduct is stated or implied as the basis for an employment decision affecting the harassed volunteer; or
3. The harassment has the purpose or effect of unreasonably interfering with a volunteer's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault. If you believe that you are being, or have been, harassed in any way, you are expected to report the facts of the incident(s) to your supervisor or Program Director immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances will be thoroughly investigated. Violation of this policy may result in disciplinary action, up to and including termination.

CONTROLLED SUBSTANCES

The unauthorized use, sale, transfer, possession, or being under the influence of any controlled substances when on duty or at any RfR activities is prohibited. "Under the influence" is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and wellbeing of the affected volunteer, other co-workers, the public, or organization property. Violation of this policy may result in disciplinary action, up to and including termination.

OUTSIDE ACTIVITIES

1. Off duty conduct of employees and/or volunteers which may adversely affect the reputation or interests of Recovering from Religion is prohibited. Full time employees are prohibited from outside employment without the written approval of the Executive Director.
2. All employees and/or volunteers are required to fully disclose to their Program Director all outside employment, private business, volunteer, contract based, and/or any other activity which may have any adverse effect on or create a conflict of interest whatsoever with the mission, values, vision, and goals of Recovering from Religion prior to the start of their duties with Recovering from Religion, or prior to the start of said activity, whichever happens first.



STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

RECEIPT OF HANDBOOK: I have received a copy of the Volunteer Policy Manual of Recovering from Religion and agree to comply with the content herein. I understand that it provides guidelines and summary information about RfR's personnel policies and that Recovering from Religion reserves the right to modify, supplement, rescind, or revise any provision or policy from time to time, with or without notice, as it deems necessary or appropriate. I understand that I am bound by the future revisions of this handbook.

NON-DISCLOSURE CLAUSE: I understand Recovering from Religion requires strict confidentiality be maintained with respect to information obtained by staff concerning the organization, its clients, and others it serves. Volunteers assume sole legal liability for unauthorized disclosure. Volunteers may not disclose confidential or private information regarding clients, volunteers, donors, organizational operations of finances, or RfR operations. Confidential information includes but is not limited to identifying information regarding clients and volunteers, potential programs or projects, anything not yet announced to the public, product or campaign schedules, and organizational operations of finances. **Volunteers are encouraged to ask questions for clarification regarding any issues related to confidentiality.** Failure to comply with the confidentiality policies of the organization may result in disciplinary actions up to and including the immediate dismissal of the volunteer. Volunteers of Recovering from Religion are restricted from discussing these same matters with third parties for a period of 12 months after termination of service with the organization. I understand I am not allowed to disclose confidential or private information obtained during my involvement with Recovering from Religion at any time or under any circumstances to any third parties without prior written consent from Recovering from Religion.

RIGHT TO TERMINATE AGREEMENT: Both Recovering from Religion and I have the right to terminate this relationship at any time. This At Will agreement constitutes the entire agreement between me and Recovering from Religion, and it supersedes all prior agreements. I also understand that, although other organization policies and procedures may change from time to time, this employment At Will agreement remains in effect throughout my involvement with Recovering from Religion unless specifically modified by an express written agreement and signed by me and the RfR board of directors, and/or the Executive Director.

Employee/Volunteer Name (Print)

Employee/Volunteer Signature

Date

RfR Representative's Name (Print)

RfR Representative's Signature

Date

RELEASE AND WAIVER OF LIABILITY

Last Name: _____ MI: _____ First Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Date of Birth: _____ Email: _____

This Release and Waiver of Liability, (the "Release") executed on this ____ day of _____, 20__ , by the Volunteer, in favor of Recovering from Religion a not-for-profit agency, their directors, officers, employees and agents.

The Volunteer desires to work as a volunteer for Recovering from Religion and engage in activities related to being a volunteer (referred to herein as "Activities"). The Volunteer understands that the Activities may include, but are not limited to interacting with clients and providing other support of Recovering from Religion. The Volunteer does hereby freely, voluntarily, and without duress execute this Release under the following terms:

1. **RELEASE AND WAIVER:** Volunteer, for him/herself and his or her legal representatives, spouse, heirs and assigns, does hereby release and forever discharge and hold harmless Recovering From Religion and its officers, directors, trustees, employees, agents, insurers and representatives, successors and assigns from any and all liability claims and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Recovering from Religion. Volunteer understands that this Release discharges Recovering from Religion from any liability or claim that the Volunteer may have against Recovering from Religion with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Recovering from Religion, or caused by the negligence of Recovering from Religion or its officers, directors, employees, or agents or otherwise. Volunteer covenants not to bring any action against Recovering from Religion for any such injury or damage. Volunteer also understands that Recovering from Religion does not assume any responsibility for or obligation to provide financial or other assistance including but not limited to medical, health or disability insurance in the event of injury or illness. **Initial** _____
2. **MEDICAL TREATMENT:** Volunteer does hereby release and forever discharges Recovering from Religion from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Recovering from Religion. Volunteer authorizes Recovering from Religion to act, in its best judgment, on Volunteer's behalf in case of an emergency.
3. **ASSUMPTION OF THE RISK:** The Volunteer understands that the Activities may include work that may somehow be hazardous to the Volunteer, including, but not limited to, meeting set-up, organizing, cleaning, interacting with clients, and providing clerical support of Recovering from Religion. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Recovering from Religion from all liability for injury, illness, death, or property damage resulting from the Activities.
4. **VOLUNTARY SERVICE:** Volunteer understands and acknowledges that he/she may decline any volunteer role or position at any time if he/she feels such role or position presents a risk to health or safety or for any other reason. Volunteer agrees to advise Recovering from Religion of any preexisting conditions that would preclude involvement in any activity.
5. **INSURANCE:** The Volunteer understands that, except as otherwise agreed upon by Recovering from Religion in writing, Recovering from Religion does not carry or maintain health, medical, disability or Workers Compensation insurance coverage for any volunteer.

6. **OTHER:** Volunteer expressly agrees that the Release is intended to be as broad and inclusive as permitted by the laws of the state of Kansas. Volunteer agrees that if any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which will continue to be enforceable. Volunteer represents that he/she is 18 years of age or older.
7. **PHOTOGRAPHIC RELEASE:** Volunteer does hereby grant and convey unto Recovering from Religion all right, title and interest in all photographic images and video or audio recordings made by Recovering from Religion during the Volunteer's Activities with Recovering from Religion, including, but not limited to, any donations, proceeds, or other benefits derived from such photographs or recordings. Any volunteer who wishes to opt out of this photographic release must submit a written statement and forward it to the organization.

By their own hand, Volunteer has executed this Release as to the day and year first written. If any part of this document is found to be unenforceable or in violation, the rest of the document will remain in effect.

Volunteer Printed Name: _____ Date: _____

Volunteer Signature: _____ Date: _____

Staff Printed Name: _____ Date: _____

Staff Signature: _____ Date: _____