**I. POLICY TITLE: SAFETY POLICY**

**CATEGORY AND NUMBER: Operations Policy #405**

**II. REFERENCES**: Safety of Union County Neighbor to Neighbor (UCN2N) members and volunteers is a priority. This safety policy summarizes the way in which UCN2N attempts to minimize the risk of a volunteer going into a member home, or while providing a service.

**III. DEFINITIONS**

**IV. POLICY**

Union County Neighbor to Neighbor **Board, Staff and Volunteers**:

A. Will immediately report accidents, injuries, hazards, unsafe practices or conditions to the Service Coordinator.

B. Will not possess firearms or other weapons at a member’s home or while completing a service request for UCN2N.

C. Will not possess or be impaired by the use of alcohol or illegal drugs at a member’s home or while completing a service request for UCN2N.

Union County Neighbor to Neighbor **Members**:

A. Will keep firearms or other weapons secured in home while UCN2N volunteer or staff member is present and/or completing a service request.

B. May not possess firearms or another weapon while being transported by a UCN2N volunteer driver.

C. May not be impaired by the use of of alcohol or illegal drugs while a volunteer is completing a service for them.

**V. PROCEDURE**

A. Members will receive information about this policy at initial home visit and interview done by the Service Coordinator.

B. Volunteers will receive information about this policy at their initial volunteer orientation given by the Volunteer Coordinator.

C. At any time, if a volunteer feels uncomfortable or that there might be unsecure weapons or drugs present during a service request that volunteer should leave and inform the Service Coordinator immediately.

D. At any time, if a member feels uncomfortable or that there might be unsecure weapons, drugs or that the volunteer is under the influence, that member has the right to decline assistance from the UCN2N volunteer and immediately contact the Service Coordinator.

E. A member or a volunteer unwilling to comply with these terms will be terminated from the UCN2N program.

Signature of Approval: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date:\_06/13/2019\_\_\_

UCN2N Board Chair