



thread

THE NEW SOCIAL FABRIC

Volunteer Handbook

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CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

THIS CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (the "Agreement") has been entered into as of _____, 202__, by and between THREAD ("Disclosing Party") and _____ ("Receiving Party"), and is made with reference to the following facts.

A. Disclosing Party desires to disclose to and discuss with Receiving Party, on a confidential basis, certain proprietary, non-public information for the purpose (the "Purpose") of exploring fundraising, communications, risk management, human resources, finance, evaluation, training, program design or model codification (collectively, the "Proposed Transaction");

B. The Receiving Party desires to receive and discuss such information on a confidential basis; and

C. The parties agree that the conditions on which such information is being furnished, and the agreements of the parties respecting such information, are as set forth in this Agreement.

NOW, THEREFORE, in consideration of the representations, warranties and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Receiving Party agrees that any and all "Confidential Information" provided to the Receiving Party by or on behalf of the Disclosing Party or any affiliates, or by any officer, director, employee, agent or representative of the Disclosing Party or any affiliates, or any Confidential Information to which the Receiving Party otherwise gains access to, shall be subject to the terms and conditions of this Agreement.

"Confidential Information" shall include any and all materials and information (regardless of the form of such information, including without limitation, in writing, electronic, computerized or other recorded form, oral or visual), which is set forth on Exhibit A attached hereto and made a part hereof, and, without intending to limit Exhibit A, more specifically including all of the specific documents set forth on Exhibit B attached hereto and made a part hereof. The Receiving Party acknowledges and such information has been or may soon be furnished to the Receiving Party by or on behalf of the Disclosing Party. No formal identification of written information as "Confidential Information" shall be required to protect the same as Confidential Information hereunder.

Notwithstanding the foregoing, the term Confidential Information shall not include information which: (i) was or becomes generally available to the public other than as a result of a breach of this letter agreement by the Receiving Party; or (ii) was or becomes available to the Receiving Party on a non-confidential basis from a source other than the Disclosing Party or her advisors, provided that such source is (x) not known to the Receiving Party to be bound by a confidentiality agreement with the Disclosing Party, and (y) not of the nature that the Receiving Party should have reasonably suspected such source to be bound by a confidentiality

agreement with the Disclosing Party, in which case the Receiving Party agrees to ask the Disclosing Party if a confidentiality agreement with such source is in place at least thirty (30) days prior to disclosing any information that would otherwise be Confidential Information.

2. The Receiving Party agrees that any and all Confidential Information provided to the Receiving Party by or on behalf of the Disclosing Party, or by any officer, director, employee, agent or representative of the Disclosing Party, or any Confidential Information to which the Receiving Party otherwise gains access, shall be subject to the terms and conditions of this Agreement. The Receiving Party acknowledges that the Confidential Information constitutes a valuable, special and unique asset of the Disclosing Party (or her applicable affiliate(s)). The Receiving Party agrees (a) to receive in trust, and treat as confidential, the Confidential Information; (b) not to use any of the Confidential Information for any purpose other than the Purpose without the prior written consent of the Disclosing Party; (c) not to disclose any of the Confidential Information to anyone (other than the Receiving Party's advisors who have a need to know such information for the sole purpose of assisting the Receiving Party in evaluating such information; provided that the Receiving Party shall be liable for any breach of confidentiality by such advisors) without the prior written consent of the Disclosing Party; and (d) not to reproduce, fax, distribute, store, reverse engineer or copy any Confidential Information in any form without the prior written consent of the Disclosing Party. The Receiving Party understands that the Confidential Information is confidential and that all rights, title and interest in and to the Confidential Information are and shall remain the exclusive property of the Disclosing Party (or her applicable affiliates), and that no license or other rights (including, without limitation, any copyrights, trade names and/or trademarks) are being granted or implied by this Agreement or the disclosure of any Confidential Information to the Receiving Party hereunder.

3. Without the prior written consent of the Disclosing Party, the Receiving Party will not disclose to any person either the fact that discussions or negotiations are taking place concerning the Proposed Transaction, the name or identity of the Disclosing Party or the Disclosing Party's association with the Proposed Transaction, or any of the terms, conditions or other facts with respect to the Proposed Transaction, including the status thereof.

4. Notwithstanding the foregoing, in the event that the Receiving Party or anyone to whom the Receiving Party transmits Confidential Information pursuant to this Agreement is requested or becomes legally compelled (by applicable law, rule, regulation, oral questions, interrogatories, request for information or documents, subpoena, civil investigative demand or similar process) to disclose any of the Confidential Information, the Receiving Party will so inform the Disclosing Party immediately so that the Disclosing Party may seek an appropriate protective order and/or limit the scope of the disclosure. If, however, after consultation with the Disclosing Party's counsel, the Receiving Party is nonetheless required to disclose such Confidential Information, the Receiving Party may furnish only that portion of the Confidential Information which is legally required without liability to the Disclosing Party hereunder and the Receiving Party will exercise reasonable efforts to limit the disclosure as appropriate.

5. The Receiving Party understands and acknowledges that any and all Confidential Information is being provided without any representation or warranty, express or implied, as to the accuracy or completeness of the Confidential Information on the part of the Disclosing Party. The Receiving Party further understands that the scope of any representations and warranties to be made in connection with the Proposed Transaction will be negotiated along with other terms and conditions in arriving at a mutually acceptable form of definitive agreement, should discussions ever even progress to such a point.

6. Upon the earlier of termination of discussions between the parties or upon the request of the Disclosing Party, the Receiving Party shall promptly return to the Disclosing Party all written or tangible material containing Confidential Information or reflecting any information contained in the Confidential Information and the Receiving Party will not retain any copies, extracts or other reproductions (or digital copies or files) in whole or in part of such written or digital material. All documents, memoranda, notes and other writings whatsoever prepared by the Receiving Party or Receiving Party's advisors based on the information contained in the Confidential Information shall be destroyed. Such destruction or return shall be confirmed in writing to the Disclosing Party. Notwithstanding the return or destruction of the Confidential Information, the Receiving Party shall continue to be bound by the obligations of confidentiality and other obligations hereunder.

7. This Agreement will be binding on and inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement has been entered into for the benefit of the Disclosing Party and affiliates and their successors and assigns, and it is understood that the Disclosing Party and affiliates and their successors and assigns may institute appropriate proceedings against the Receiving Party to enforce their rights hereunder. The Receiving Party acknowledges that money damages would not be a sufficient remedy for any breach of the terms of this Agreement and that the Disclosing Party and affiliates and their successors and assigns shall be entitled to injunctive relief, specific performance and any other appropriate equitable remedy, in addition to any other available legal remedies for any such breach.

8. The validity of this Agreement and all matters relating to its interpretation and performance shall be interpreted in accordance with the laws of the State of Maryland applicable to contracts made and fully performed therein, but without regard to principles of conflicts of law. Any action or proceeding related to or arising out of this Agreement shall be brought and maintained solely in the Circuit Court for Baltimore City, Maryland. The parties stipulate that either such forum is convenient to them.

9. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, replaces and supersedes all prior written and oral agreements or statements by and between the parties with respect to the subject matter hereof and may be amended only in a writing signed by the parties. This Agreement may be executed in counterparts, each of which shall be deemed to be an original but both of which together shall constitute one and the same Agreement. An executed, scanned .PDF or facsimile signature page shall be deemed an original. No failure or delay by either party in exercising any right, power or privilege hereunder

shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege hereunder. Receiving Party agrees that the execution and delivery of this Agreement is a condition to the Receiving Party's being furnished with the requested information.

10. The parties hereto acknowledge and agree that unless and until a written definitive agreement concerning a transaction has been duly executed, neither party will have any obligation to the other with respect to any transaction, with respect to the procedures employed in connection with any transaction, or with respect to any representations made by either party, whether by virtue of this Agreement or any other written or oral expression with respect to a transaction (except as specifically provided in this Agreement) or otherwise. This Agreement will expire three (3) years from the date hereof. Such time period does not apply if applicable law requires a longer period.

11. Any notice, election or other written communication required or desired to be given hereunder shall be deemed given or made at such time as it (i) is delivered personally to the intended party, Receiving Party or the Disclosing Party; or (ii) is deposited in the United States mail, by registered or certified mail, return receipt requested, bearing proper postage and addressed to the intended party, the Receiving Party or the Disclosing Party, as set forth below; or (iii) is given by telecopy transmission to the telecopy number of the intended party, the Receiving Party or the Disclosing Party, set forth below (with receipt thereof being evidenced by confirmation by the sender's telecopy device, at the end of the transmission, indicating that all pages of such communication have been transmitted to and received by the Receiving Party's or the Disclosing Party's telecopy device). The addresses and telecopy numbers to be used for the delivery of such communications shall be as follows:

If to Disclosing Party:

Thread c/o Director of Human Resources PO Box 1584, Baltimore, MD 21203 Anuj Sud, Esq.
7309 Baltimore Avenue, Suite 117 College Park, Maryland 20740 Fax No. 301.2770.0304

with a courtesy copy (which shall not constitute notice) , in all cases to:

Venable LLP 750 E. Pratt Street Suite 900 Baltimore, Maryland 21202 Attn: Jay L. Lohse, Esq.
Fax No. 410.244.7742

If to Receiving Party:

Fax. No. _____

[SIGNATURE PAGE FOLLOWS]

By execution of this Agreement, the parties hereto intend to, and shall, become bound by all of the conditions and agreements set forth herein.

DISCLOSING PARTY:

THREAD

By: _____

Name: _____

Title: _____

RECEIVING PARTY:

By: _____

Name: _____

Title: _____

Exhibit A

Confidential Information

All of the materials and information (regardless of the form) concerning or relating to in any way to, the Proposed Transaction, the Disclosing Party, any of the Disclosing Party's affiliates or the actual or prospective business of the Disclosing Party or any of its affiliates, as may be set forth in any of the following:

- (a) the contents of any business plan, budget, marketing plan, grant proposals, public relation plans, financial statement, memorandums of understanding or projections;
- (b) the contents of any manuals or written materials produced by the Disclosing Party and/or on the Disclosing Party's behalf;
- (c) the names and records of the actual or prospective clients, funders, donors, customers, parents of students served by the Disclosing Party or any of its affiliates, schools that have or are discussing a potential relationship with the Disclosing Party or any of its affiliates, students served by the Disclosing Party or any of its affiliates, suppliers, lenders, financing sources, or related persons or entities and actual and/or prospective board members;
- (d) the terms of all agreements, including without limitation agreements which are currently in negotiation (or have been negotiated but never agreed upon at any time in the last five (5) years);
- (e) any data or database, or other information compiled or developed by or on behalf of the Disclosing Party, including, but not limited to Thread WIKI, Thread IMP Share;
- (f) any trade secrets, trademarks, copyrights, patents, patent designs, patent applications and other intellectual property rights; and
- (g) any business opportunities, financial affairs, operational results or outcomes, and research and development.

Exhibit B

Specific List of Certain Confidential Information

The following materials and information (regardless of the form) or a subset therefore have or may be provided to the Receiving Party by or on behalf of the Disclosing Party:

1. Thread policies & procedures manuals
2. Thread waivers
3. Thread grants
4. Thread training documents
5. Thread student and volunteer data
6. Thread meeting minutes
7. Thread position descriptions
8. Any information from the Thread Mentor Portal
9. Thread communications materials (surveys, manifesto, etc)

Volunteer Indemnity and Release of Liability Agreement

In consideration for participating in Thread and other valuable consideration, I, _____ hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE **THREAD, INC.**, a Maryland non-profit corporation, and each of its directors, officers, employees, contractors, volunteers, agents, successors, and assigns (collectively, "Thread") from any and all liability, claims, demands, actions and causes of action (collectively "Liability or Claim(s)") arising out of or related to any loss, damage, injury, including death, that may be sustained by me, or to any property belonging to me, while participating in any activities involving Thread. I desire to provide volunteer services for Thread and engage in activities related to serving as a volunteer.

I understand that the scope of my relationship with Thread is limited to a volunteer position and I will not be compensated for any services I render on behalf of Thread. I understand that I am responsible for my own insurance coverage in the event of personal injury or illness as a result of my service to or on behalf of Thread.

1. **Waiver and Release:** I, the undersigned, on behalf of myself, heirs, administrators, executors, successors and assigns, my child/children, my family members, and any person or entity claiming through any of the foregoing (the "Releasing Parties") does hereby forever and irrevocably release, acquit, covenant not to sue, discharge, and hold harmless Thread and each of its respective past, present and future subsidiaries, affiliates, stakeholders, members, managers, partners, officers, directors, employees, agents, attorneys, contractors, heirs, predecessors, successors, assigns and representatives, as well as all employee benefit plans maintained by the foregoing, or any of their affiliates and all fiduciaries and administrators of any such plans, in their personal and representative capacities (collectively, the "Released Parties") from any and all claims, demands, liabilities, obligations, causes of action, and legal or financial obligation of any nature whatsoever, known or unknown, suspected or unsuspected, disclosed or undisclosed, whether based on statute, contract, tort, or otherwise, hereafter arise from the services I provide to Thread and in relation to or arising out of the services related to this Agreement.

2. **Release of Name and Image:** I, the undersigned, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, have granted permission to Thread to use my name, image and likeness as such name, image, and/or likeness as it appears in photography or otherwise in connection

with Thread's exhibition, publication, or other exploitation of such photography and/or name, image, and/or likeness for advertising, publicity, or any other purpose to any of Thread's affiliates or any other persons, by any and all means, media, devices, processes and technology now or hereafter known or devised in perpetuity throughout the universe. I understand that by granting this permission, and in addition to the items heretofore listed, I authorize Thread to disclose to its affiliates or any other persons information about my volunteer activity with Thread, including, by way of example and not of limitation, the nature of, and the amount of time spent on, such volunteer activity, my name, and other details in Thread's discretion. Thread's exercise of such rights shall not violate or infringe any rights of any third party. I hereby release Thread from any and all claims and demands arising out of or in connection with such use, including, without limitation, any and all claims form invasion of privacy, infringement of my right of publicity, defamation (including libel and/or slander), false light and any other personal and/or property rights.

3. Insurance: I, the undersigned, understand that Thread does not assume any responsibility for and/or obligation to provide me with financial or other assistance, including, but not limited to medical, health, workers' compensation, or disability benefits or insurance of any nature for any conditions, losses, illnesses, injuries, death or damage to my property arising out of any volunteer services for Thread. I expressly waive any such claim for compensation from Thread.

4. Medical Treatment: I, the undersigned, hereby release and forever discharge Thread from any and all Liability or Claim(s) whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered by me in conjunction with any emergency while serving as a volunteer hereunder.

5. Assumption of Risk: I, the undersigned, understand that the services I provide to or on behalf of Thread may include activities that may be hazardous to me, including, but not limited to outdoor activities with Thread students and Young Adults and other volunteers, driving within and outside of Baltimore City, trips to students' and Young Adults' homes, and other activities reasonably expected from me as a volunteer. As a volunteer, I understand that my participation is at-will and that the mentioned activities, including giving rides and home visits, are optional and not mandatory for my participation in Thread. I hereby expressly assume the risk of injury or harm from these and any other activities and release Thread from all liability for Liability or Claim(s) resulting from the services I provide as a volunteer or occurring while I am

providing volunteer services.

6. **Indemnification:** I, the undersigned, on behalf of the Releasing Parties, hereby agrees to defend, unconditionally indemnify, and hold harmless the Released Parties from and against any and all liabilities, losses, claims, suits, causes of action, demands, judgments, penalties, damages, fees, costs and expenses (including attorneys' fees and court costs) of any kind or nature, against a Released Party arising from, resulting from, based on, or in connection with my performance of volunteer services hereunder, however caused and whether or not it arises through the negligence, omission, default or other action or inaction of a Released Party and regardless of the theory of liability alleged and by whom.

7. **COVID RELEASE:** The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The safety of the Thread community depends on the ongoing commitment of every member of the Thread community upholding certain practices that are intended to mitigate the risks of infection and spread of COVID-19, even while continuing to pursue our core mission.

In this regard, the Center for Disease Control and Prevention ("CDC") has published a series of informative best practices to help slow the spread of COVID-19, including the information here about steps you can take personally to protect yourself and slow spread: [CDC Guidance](#).

Thread policy is to require that you and the other members of the Thread community review and practice the steps that are recommended by the CDC to slow the spread of COVID-19. However, Thread cannot guarantee that you, a young person or other members of your family or community will not become infected, exposed or otherwise contract COVID-19 as a result of attending, participating in or otherwise engaging in any activities in connection with Thread.

By signing this Volunteer Indemnity and Release of Liability Agreement ("Agreement"), I acknowledge and agrees on behalf of the Releasing Parties:

A. The Releasing Parties understand that Thread requires the following social distancing practices to be adhered to for all Thread in-person interactions:

- When possible, gatherings and meet ups should be held outside;
- Maintain physical distancing in accordance with CDC, State of Maryland and

Baltimore City Health Department policies (currently);

- Maintain 6 feet or more from other humans while stationary;
- Maintain 12 feet or more from other humans while mobile, to enable other people to pass between you;
- Wear a mask that covers your mouth and nose at all times;
- Wash your hands with soap and water and sanitize any items or surfaces that you touch
- Eat from individually portioned containers, rather than communal dishes. Do not share food or utensils; and
- Limit the size of in-person group engagements, in accordance with Baltimore City Health Department policies. As of 9/2/20, no more than 25 people in a single indoor or outdoor space.

Such requirements have been put in place in order to mitigate the spread of COVID-19, which rules and precautions may be updated at any time. While acknowledging that these rules and precautions may or may not be effective in mitigating the spread of COVID-19, I agree, on behalf of the Releasing Parties, to comply with such rules.

B. I, the undersigned, agree on behalf of the Releasing Parties, that if myself or any member of my household is exhibiting symptoms of COVID-19 (see the CDC's guidance regarding symptoms here: [CDC Symptoms](#)), have had known exposure to someone with COVID-19, or has been diagnosed with COVID-19, I, the undersigned and each member of my household will not physically meet with any member of the Thread community. In addition, I, on behalf of the Releasing Parties, hereby acknowledges and agrees that Thread may in its sole discretion decline to permit any of the Releasing Parties from interacting with members of the Thread community if Thread believes that such interaction could result in exposure to COVID-19 of any Releasing Party or member of the Thread community.

C. I, the undersigned, on behalf of the Releasing Parties acknowledge the contagious nature of COVID-19 and the inherent risks of exposure to those who may be infected with COVID-19 voluntarily assumes the risk that any of the Releasing Parties may be exposed to or infected by COVID-19 by engaging in activities with members of the Thread community and that such exposure or infection may result in severe illness, permanent disability, and death.

D. I, the undersigned, on behalf of the Releasing Parties, do hereby forever and irrevocably release, acquit, covenant not to sue, discharge, and hold harmless the Released Parties from any and all claims, demands, liabilities, obligations, causes of

action, and legal or financial obligation of any nature whatsoever, known or unknown, suspected or unsuspected, disclosed or undisclosed, whether based on statute, contract, tort, or otherwise, including without limitation, in connection with Thread's exercise of its rights under this Agreement or any personal injury, disability, illness, damage, or death from exposure to COVID-19 in connection with, in relation to, or arising out of any interaction or engagement by a Releasing Party with any of the Released Parties, whether or not such exposure arises through the negligence, omission, default or other action of a Released Party. I, on behalf of the Releasing Parties, hereby agrees to defend, unconditionally indemnify, and hold harmless the Released Parties from and against any and all liabilities, losses, claims, suits, causes of action, demands, judgments, damages, fees, costs and expenses (including attorneys' fees and court costs) of any kind or nature, against a Released Party with respect to any exposure I may have to COVID-19, whether or not it arises through the negligence, omission, default or other action or inaction of a Released Party and regardless of the theory of liability alleged and by whom.

Other: As a volunteer, I expressly agree, on behalf of myself and the Releasing Parties, that the releases and waivers including in this Release are intended to be as broad and inclusive as permitted by the laws of the State of Maryland and that this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland without regard to any conflict of laws provisions. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected. The parties agree that the Maryland state courts of Baltimore City shall have exclusive jurisdiction over any action filed in connection with a dispute arising from this Agreement, and the parties further agree that neither party shall object to venue or jurisdiction in any such action. I

THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS VOLUNTEER INDEMNITY AND RELEASE OF LIABILITY AGREEMENT AND IS AWARE THAT BY SIGNING THIS AGREEMENT THE UNDERSIGNED IS, ON BEHALF OF THE RELEASING PARTIES, WAIVING CERTAIN LEGAL RIGHTS, INCLUDING WITHOUT LIMITATION THE RIGHT TO SUE. THE UNDERSIGNED HAS HAD SUFFICIENT TIME TO CONSIDER THIS AGREEMENT BEFORE EXECUTING IT AND HAS BEEN ADVISED TO CONSULT WITH AN ATTORNEY BEFORE EXECUTING IT. THE UNDERSIGNED REPRESENTS AND WARRANTS THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RELEASING PARTIES, AND THAT THIS AGREEMENT SHALL BE BINDING UPON THE RELEASING PARTIES, EACH OF THEIR RESPECTIVE HEIRS, LEGAL

REPRESENTATIVES, AND ASSIGNS, AND SHALL INURE TO THE BENEFIT OF
THREAD, THE RELEASED PARTIES AND EACH OF THEIR RESPECTIVE
SUCCESSORS AND ASSIGNS.

This Agreement sets forth the entire understanding and agreement of the parties as to
the subject matter of this Agreement and fully supersedes any and all prior agreements
or understandings between the parties pertaining to the subject matter herein. This
Agreement may not be modified, altered or changed except in a written document
signed by the party against whom such modification is to be construed.

Full Legal Name (Printed)

Signature

____/____/202____
Date

Thread Volunteer Handbook

DISCLAIMER

Thread's Volunteer practices and policies are described in this Volunteer Handbook. Not every Thread policy, rule, or benefit is covered in this Handbook; it is an overview of the subjects it addresses. From time to time Thread will revise this Handbook, and Thread reserves the right to change the benefits, work rules, or policies described here without prior notice.

Volunteering with Thread is voluntary and at-will. Volunteers are not employees of Thread. The volunteer or Thread can end the relationship for any reason, at any time, and with or without cause. Information in this Handbook does not constitute an express or implied contract or guarantee.

Only the Thread CEO and the Board of Directors have the authority to bind Thread to any policy contrary to the Handbook, and this must be done in writing.

We have attempted to include in this Handbook all information that is pertinent; however, it cannot possibly provide a ready answer to every question you might have. Any questions about the interpretation or application of a specific section of this Handbook or any matter not covered by this Handbook should be referred to Human Resources, reachable at hr@thread.org.

Diversity and Inclusion

At Thread, we believe that diversity and inclusion are integral to our success as an organization and are critical to our many valued community members, including Students, Young Adults, Volunteers, Employees, Board Members, Collaborators, and Alumni. We are proud to be an organization that promotes respect, integrity and active collaboration.

To ensure that our Volunteers can share their unique capabilities and perspectives to benefit our broader Thread Community, Thread is committed to fostering a diverse and inclusive culture where innate and acquired human differences are embraced and essential to achieving our vision of a more connected and equitable society.

Who We Are

Thread believes that empathetic and enduring relationships are our society's most essential form of wealth. This conviction stems from the understanding that at some point in each of our lives we have all felt alone. For some, this sense of isolation is momentary; for others, it lasts a lifetime. However long it lasts, it leaves unfulfilled our very human need to connect with and matter to others. We experience the "poverty of isolation." Thread believes that, by cultivating relationships that transcend racial and socioeconomic barriers – and by creatively building unconventional families and communities not defined by DNA and addresses – we can overcome the poverty of isolation and, in its place, establish a wealth of human connection permanently linked by unconditional love and support.

Our Mission

Thread engages underperforming high school students confronting significant barriers outside of the classroom by providing each one with a family of committed Volunteers and increased access to community resources. We foster Students' academic advancement and personal growth into self-motivated, resilient, and responsible citizens.

Our Core Competencies

Show all the way up

1. Be physically and authentically present
2. Recognize your own inherent value
3. Understand, embody, and communicate that you understand you have room for growth
4. Challenge yourself and push through discomfort to connect deeply with others

Fail forward

1. Be willing to engage in an iterative change process, appreciating the small wins that occur on the journey
2. Give and receive constructive feedback (telling the truth with kindness; call a thing a thing)
3. Utilize feedback to grow
4. Share with others how you are changing and how you have changed

Treat relationships as wealth

1. Recognize the inherent value of ALL people, we all bring something to the table
2. Understand that your ability to thrive is bound up in others' ability to thrive
3. Meet ALL people where they are

4. Intentionally build relationships across lines of difference

Learn from all voices

1. Start with the assumption that people have the best intentions
2. Make the table accessible
3. Actively listen to all voices while letting your voice be heard
4. Identify the value added by yourself and others, looking for unique capabilities

In order for Thread to keep an accurate record and to ensure knowledge transfer and wellbeing of Students and Young Adults, it is critical that volunteers log all interactions (TouchPoints) with or concerning Students and Young Adults. See more in section on **Recordkeeping and Logging TouchPoints**

The Basics

Thread Community refers to Students, Young Adults, Alumni, Volunteers, Collaborators, Donors, Employees, Board Members and others involved in or impacted by Thread's mission.

Thread young person: All young people currently enrolled in Thread, regardless of age or education status.

Thread student(s): A subset of Thread young people. Includes young people in years 1-4 of Thread, regardless of high school enrollment status.

Thread young adult(s): A subset of Thread young people who are in years 5-10 of Thread.

Alumni are Thread Students and Young Adults who have completed their initial ten years with Thread.

Volunteers are those individuals who work regularly with Thread Students and Young Adults or Employees and with each other and can include:

- **Cohort Volunteers** are Volunteers working with a specific Student, consisting of Family Members, Heads of Family, and GrandParents.
- A **GrandParent** build relationships with Heads of Families in a *thread* and a Community Manager coach in order to build a support system for the Families within that *thread*.
- A **Head of Family** build and maintain relationships with Thread Family, consisting of Family Member volunteers and Young Person(s), and collaborate with a GrandParent coach in order to build a support system.

- **Family Members** build relationships with young people and other volunteers, and work together to support each other through day-to-day interactions and touchpoints.
- **Resource Team Volunteers** build relationships with volunteers and staff to deliver organizational support & programming such as activities for young people, volunteer appreciation, and enrollment of new volunteers & young people.
- **Collaborators** build relationships with young people, volunteers, and staff to bring unique expertise, such as pro bono legal and health services, employment opportunities, financial support, and professional development.
- **Volunteer Leaders** are those individuals who work regularly to coach other volunteers. Examples include but are not limited to Head of Families and GrandParents.

Board Members are the individuals making up Thread’s governing Board of Directors.

Donors are individuals, companies, entities, or organizations who devote financial resources to Thread’s mission.

Thread Staff are those individuals currently employed by Thread. Thread Staff build relationships with volunteers, collaborators, and other staff to connect or provide them with resources and programs aimed at making the journey through Thread possible.

- **Community Managers** are those Thread Employees who directly coach Volunteer Leaders.
- **Executive Team** consists of the CEO and Lane Leads.
- **Human Resources** can be reached at hr@thread.org
- **Finance** can be reached at finance@thread.org.
- **Operations** can be reached at information@thread.org
- **Communications** can be reached at media@thread.org.

At-Will Status

The categories below do not affect “at-will” status, meaning that one’s engagement can be terminated by the Volunteer or Thread at any time, with or without cause or notice. Information in this Handbook does not constitute an express or implied contract or guarantee of eligibility for volunteering or guarantee of any benefits.

Thread Terms

- A **Coach** is an Employee’s or Volunteer’s direct manager. A Family Member Volunteer is the coach for a Student or Young Adult.
- A **Lane** is a department within Thread.
- A **Lane Lead** is the Vice President (VP) in charge of a Lane.
- A **Thread Family** is a group of one or more Students and Young Adults, Family Members, and a Head of Family.
- A **thread** is a group of up to 8 Families led by a Thread GrandParent.

Thread Spaces: offers a range of programming to support relationship building across lines of difference and goal achievement. Here are some key Thread programmed spaces for volunteers:

threadHOURS: After-school or late afternoon programming on weekdays for young people and volunteers to connect, set goals, work through barriers, etc. Includes both structured activities and open space for one-on-one connection, working on assignments, or other tasks.

threadCONNECT: Every other month, Thread volunteers gather by region (High School East, High School West, or Post-High School) to connect, share wins, learn together, and plan.

threadTALK: Every other month, we host events for the whole Thread community that celebrate our collective impact in Baltimore and allow us to connect deeply through unique, shared experiences.

Family Meetings: Monthly get-togethers for Thread Families to check in with each other, strengthen connections, and make plans to help achieve goals. Family meetings may take place during other Thread programming, such as threadCONNECT, or can be scheduled at other times.

Coaching Sessions: Regular check-ins between volunteers and their designated coach (Family Member + Head of Family, Head of Family + GrandParent, or GrandParent + Community Manager) to connect, give and receive feedback, and work through challenges.

Thread app: A software application used to track interactions with Students and Young Adults and among members of the Thread Community. Volunteers must track all touchpoints within the Thread app. The Thread app can be found in the app store by searching “Thread.”

Touchpoints: Engagements between any two or more members of the Thread Community, including phone calls, rides, outings, and Thread-sponsored events and/or programming.

Expectations and Policies

Volunteer Enrollment Procedure

The following Enrollment Procedures are required for all prospective Volunteers. Upon completion of all Enrollment Procedures listed below, the Volunteer will be matched with a Student or Resource Team and other Volunteer/s.

- Prospective Volunteers will complete the **Thread application** indicating their previous experience, reasons for joining Thread, and contact information
- Prospective Volunteers will undergo a **fingerprinting background check**, as described in Section on Background Check Policy before interacting with any Thread Student or Young Adult
- Prospective Volunteers will sign the **Volunteer Handbook** and **Nondisclosure Agreement**
- Prospective Volunteers must attend the Thread **Volunteer Onboarding Series**

Volunteer Eligibility

The following are Thread's Volunteer eligibility requirements:

- Completion of Volunteer Enrollment Procedure, as described above
- Never arrested for child abuse or neglect
- Never convicted for any violent crime or sexual crime
- No current illicit drug use
- No current illegal use of alcohol
- Adherence to all Thread policies and procedures
- Attendance at ongoing Thread training/s, where applicable

Volunteer Placement Procedure

New Thread Volunteers will be placed in a Thread Family or Resource Team based on a number of factors including geography, greatest need, existing relationships with current Volunteers, and willingness to work with students and young adults.

Volunteer Orientation and Training Procedure

New volunteers must attend mandatory Volunteer Onboarding Series which includes the following:

1. Intro to Thread (Facilitated)
2. Asynchronous Learning Sessions
 - a. Volunteer Roles and Policies
 - b. Thread Community and Personal Context
3. Practicing Thread (Facilitated)

Open Door Policy

Thread's open door policy is applicable to all Thread Volunteers. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to a Volunteer. Our open door policy means that Volunteers are free to talk with any Volunteer Leader or Thread Employee at any time.

If any area of engagement with Thread is causing concern, Volunteers are encouraged to address the concern with a Volunteer Leader or Thread Employee. This includes problems, complaints, suggestions, and/or observations and feedback.

The open door policy enables Thread to improve as an organization, address complaints, and foster Volunteer understanding of the rationale for practices, processes, and decisions. Thread encourages each volunteer to raise concerns and issues that might arise at any point in this process. Volunteers will not be penalized for raising good faith concerns under this policy.

Procedure for Leaving Thread

We are very grateful for everyone who joins Thread. Wherever possible, we encourage all Thread Volunteers to remain in the Thread Community and take on roles within the program that best fit with their personal and professional commitments at a given time. However, we understand that this may not always be possible with every Volunteer.

Without limitations to at-will status, if a Volunteer anticipates having to leave Thread, the Volunteer should notify their Volunteer Leader or Community Manager. Thread asks that departing Volunteers give as much notice as possible to help ensure a smooth transition. Thread does not condone any form of retaliation against a Volunteer for giving advance notice of leaving Thread.

Volunteers may be asked to complete a short Thread exit survey, which will be given to them by their Volunteer Leader or Community Manager. Inactive Volunteers will be removed from relevant email lists and will lose access to their Thread email.

Volunteers who are compliant with Thread policies and who have exited on good terms, as determined by Thread, are welcome to rejoin Thread at any time, as long as they meet all requirements as outlined in this handbook at time of rehire. Volunteers who exit Thread on good terms are encouraged to maintain contact with members of the Thread Community if desired; however, Volunteers should **not** present themselves as representatives of Thread after exiting Thread.

Confidential Information

The confidentiality and privacy of our Students and Young Adults, Volunteers, Employees and stakeholders is of paramount importance. Because of the nature of

Thread's Community Model, there are many situations in which members of the Thread Community may share personal information in the course of Thread business. Volunteers have access to confidential Thread Community information which includes Student, Volunteer, and organizational information. This information should be respected and should be held in confidence.

Confidential Information includes, but is not limited to: medical and/or disability information, educational, financial and employment information, marital status, sexual orientation, gender identity, religious beliefs, background check information, incarceration history, and personal identifying information, including, but not limited to, social security numbers, dates of birth, and genetic information. Information that is required by law to be reported to a social services agency, such as incidents that fall under Mandated Reporting (see Mandated Reporting Procedure Section), or to law enforcement is an exception to this policy. If a Volunteer has any question about whether or not a piece of information is confidential or is subject to Mandated Reporting, the Volunteer should seek clarification from their Volunteer Leader, their Community Manager, or Human Resources.

As a general rule, always get permission before sharing information that is not your own. Volunteers may not discuss Confidential Information outside of Thread or with Thread Employees, Volunteers, or Students who are not authorized to access such information. Volunteers should share information on a need-to-know basis with as limited an audience as possible. For instance, information about a Student may be shared within a Family, within a Thread, with the Community Manager, and with other Employees engaged in relevant work on behalf of the Student. Confidential Information should not be shared in mass communications to wide audiences. Casual conversation with others may be overheard and could violate the privacy of others.

Any Volunteer, including Volunteer Leaders, who becomes aware of Confidential Information about a member of the Thread Community is responsible for keeping this information in strict confidence. Unauthorized disclosure of Confidential Information may result in disciplinary action up to and including termination.

Sending confidential electronic messages or texts, copying confidential documents without permission or supplying confidential documents to an outsider (someone not affiliated with Thread) without permission is prohibited. When in doubt about the confidential nature of information, it is best to have all inquiries for such information referred to the next level of supervision—for example, to a Volunteer Leader.

Transportation Policy

Uber for Business and Rideshare Policy

Volunteers may use rideshares such as Uber or Lyft to transport Students and Young Adults ONLY IF the Volunteer/s and Student or Young Adult ride together. **Volunteers**

cannot send rideshares or taxis for Students or Young Adults unless the Volunteer is also riding. Sending rideshares for anyone under 18 years old is not permitted under Uber/Lyft policies and could lead to the revocation of that Volunteer's personal account with the rideshare service.

Thread maintains an Uber for Business account for use by Thread Volunteers only. Uber for Business allows Volunteers to use Uber to travel from one Thread hub to another without the need to submit expenses for reimbursement. Uber for Business is for Volunteer use only; it should not be used to transport Students or Young Adults unless accompanied by a Volunteer.

Zipcar Policy

Volunteers may apply to be listed on Thread's Zipcar account. Fees will be billed directly to Thread. Zipcar can be used by Volunteers to transport Students and Young Adults to Thread-sponsored programming or to pick them up for relationship-building engagements.

Thread's Zipcar account is **not** to be used by Volunteers for personal use, or for transporting a Volunteer alone without a Student. Only the licensed driver listed on Thread's Zipcar account may drive the Zipcar.

Transportation Reimbursement

Transportation costs incurred by Volunteers in the course of transporting Students and Young Adults may be reimbursable. This includes costs for rideshares such as Uber and Lyft **only** when both Student or Young Adult **and** Volunteer are present for the ride. Reimbursement requests must be submitted within the Thread app. Please see "Reimbursements," below, for limits and process.

Personal Vehicle Use

In order to provide transportation to Thread students within the scope of Thread activities, Volunteers must have a valid driver's license and a current and valid insurance policy with the minimum coverage required by law. A violation of this provision is cause for immediate termination.

Volunteers have the option to transport Students and Young Adults in their own personal vehicles if they feel comfortable doing so. However, under Maryland Law, accidents that take place in the course of Thread business in Volunteers' personal vehicles are not covered by Thread's liability insurance and will fall under Volunteers' own insurance. Transporting Students and Young Adults in personal vehicles is not a requirement of volunteering; it is optional.

Thread reserves the right to suspend any Volunteer's ability to drive on Thread business

based on background check or driving record information which is disqualifying, as determined by Thread and reviewed by Thread regularly. By way of example and not of limitation, disqualifying information includes suspension of a driver's license or arrest for DUI. In the event that a Volunteer is disqualified from driving for Thread, the Volunteer will be informed of the disqualification in writing and via email.

Accidents involving a Volunteer that occur while performing official Thread business must be reported immediately to a Thread Employee. Failure to do so may result in disciplinary action up to and including termination of Volunteer engagement.

Volunteers operating motor vehicles on Thread business are required to comply with all applicable laws and regulations, including without limitation those laws regarding the use of mobile electronic devices for any purpose, including phone calls or navigation, while operating the motor vehicle. Thread strongly encourages the use of a hands-free device for phone calls even in states where it is not required by state or local law. In addition, while operating a motor vehicle on Thread time and/or for Thread business purposes, Volunteers are prohibited from texting, reading and/or typing emails, using the Internet and performing any other nonverbal tasks on any electronic communications device that cannot be performed through the use of a hands-free device. It is the Volunteer's responsibility to pay any fines or tickets for any driving, parking or other vehicle related infractions incurred while on Thread business.

Drivers are expected to maintain a valid driver's license and a good driving record at all times. In addition, each Volunteer with a valid driver's license who wishes to use a personal vehicle to transport Students or Young Adults shall provide a copy of their driver's license to Thread to be maintained in the Volunteer's personnel file. Volunteers who are licensed drivers and operate personal vehicles on Thread business shall be subject to periodic reviews of their driving records throughout the duration of the Volunteer relationship. Any changes in a Volunteer's driving record must be reported to an Employee, such as any Community Manager or Human Resources, immediately. A Volunteer without a valid driver's license shall not operate a vehicle on Thread business under any circumstances.

Drivers will transport only Thread Students and Young Adults, Students' parents or legal guardians, other Volunteers, and other individuals as expressly authorized by Thread. Students' siblings who are under the age of 18 may only be transported if accompanied by such siblings' parents or legal guardians. All applicable child restraint laws must be followed, including that children under age 16 must be restrained in a seat belt or a child safety seat, and all children under age eight must be secured in a child safety seat unless the child is 4 feet 9 inches or taller.

When giving a ride to a Student or Young Adult or another member of the Thread Community, if a Volunteer has reason to suspect the passenger may be in possession of drugs or other illegal substances, or a weapon, the Volunteer has the right to ask the

individual about it and to refuse the ride. If the Volunteer has cause to believe that the passenger is in possession of illegal substances, the Volunteer should not give the passenger a ride because the Volunteer may be deemed to be in possession of the illegal substance if police or other government agents should stop and search the car.

Volunteer Policies and Procedures

All members of the Thread Community share responsibility for ensuring our community stays safe and welcoming for all. The following Policies and Procedures have been intentionally designed to ensure a high level of safety, inclusivity, and accountability. Any policy violation should be reported to a Volunteer Leader and/or Community Manager -- "If you see something, say something."

Volunteers should feel empowered to trust their intuition, use judgment, and ask questions if something does not "feel right." When in doubt, it is best to err on the side of caution and seek out more information rather than assuming that a behavior is acceptable. Be inquisitive, consider possibilities, and loop in other people when more information is needed. The safety of the Thread community--Students, Young Adults, Volunteers, and others--is of paramount importance and every single one of us bears a responsibility to uphold these values and call out failures to follow policies.

No member of the Thread community will be retaliated against for bringing a report in good faith under this policy. Reports will be kept as confidential as possible and all complaints will be immediately and thoroughly investigated.

The Thread Community Model encourages relationship-building in a group setting. **Volunteers are encouraged to meet with Students and Young Adults in pairs or groups with other Volunteers rather than one-on-one. Whenever possible, Volunteers are also encouraged to make use of Thread-sponsored events and programming to build relationships with Students and Young Adults.**

If a Volunteer does meet with a Student or Young Adult one-on-one, the interaction should take place in public or within observable and interruptible distance of other people.

Among the many benefits of the Thread Community Model is that Volunteers never need to feel solely responsible for solving a problem or handling an issue on their own. Volunteers should make use of the Thread Community Model to loop in other Family Members, Volunteer Leaders, or Employees to support them and/or the Student or Young Adult. Always call 911 in an emergency and never try to take on a challenging situation alone.

Home Visitation Policy

Volunteers who wish to visit a Student or Young Adult's home must abide by the following Home Visitation Policy:

- When making a home visit, at least **two or more** Volunteers must always be present.
- A Volunteer who has not provided home visitation in the past **must** be accompanied by a Thread Employee or veteran Volunteer.
- Volunteers should not enter a Student or Young Adult's bedroom.
- Home visitation is not a requirement of volunteering. It is optional.

Overnight Stays and Out of Town

On occasion, Volunteers may wish to take Students or Young Adults out of town for college visits or educational/enrichment experiences. Overnight stays and out-of-town travel are permitted **ONLY** when Volunteers submit a detailed itinerary to their Community Manager and the Community Manager approves the travel plans, **AND** the Student's parent/guardian signs a permission slip if the Student or Young Adult is under 18 years old.

Out of town trips cannot be one-on-one with one Volunteer and one Student or Young Adult. There **MUST** be at least two Volunteers present, and it is encouraged to bring two or more Students or Young Adults. Volunteers should actively ensure that Students or Young Adults and their Parent/Guardian(s) are comfortable with all elements of travel, including sleeping arrangements.

For any and all admissible overnight stays and out-of-town travel, the parent/guardian sign a permission slip which stipulates:

- Their child is permitted to travel with the Volunteers to the predetermined destination, specifying names, sleeping arrangements, and the location(s) being traveled to.
- Permission for medical treatment in the case of a medical emergency

For any and all admissible out-of-town travel, the Volunteers must provide a detailed itinerary of the trip to the Community Manager prior to leaving, including the following:

- Signed permission slip from parent/guardian
- The destinations
- Phone numbers of their cell phone, places being visited, and lodging, including sleeping arrangements
- Times and dates of departure and arrival at each location being visited
- Expected time of return

During permissible out-of-town travel, the Volunteers must review and abide by all terms outlined in the Transportation Policy, above, as well as all other Thread Policies and Procedures.

Unacceptable Relationships

Thread strictly prohibits Employees and Volunteers from having romantic or sexual relationships with Students or Young Adults, regardless of the Student or Young Adult's age and/or high school graduation status. Volunteers are responsible for reporting knowledge of any such relationships to a Community Manager or Human Resources (hr@thread.org) immediately. Harboring such information is considered unethical and reason for immediate termination.

Romantic or sexual relationships between Employees, Volunteers, Donors, Collaborators, members of the Board of Directors, or Alumni may have the potential of creating conflicts of interest, potential charges of sexual harassment, or distractions that interfere with the productivity of the organization. Where there is a direct or indirect reporting relationship, romantic or sexual relationships are prohibited. Should such a relationship develop between those in a direct or indirect reporting relationship, the Employees are required to disclose the relationship to Thread. Thread, in its sole judgment, will act to resolve any actual or perceived conflicts of interest. This policy shall apply without regard to the sex, gender, or sexual orientation of the participants.

Non-Thread Students

Students and Young Adults who are not enrolled in Thread cannot attend Thread-sponsored events and programming unless a Community Manager or Program Coordinator has approved their attendance in advance. Siblings of Thread Students and Young Adults may only participate IF their parent/guardian signs a separate waiver for the sibling.

Volunteers should not give rides or provide transportation to non-Thread Students or Young Adults. If a Volunteer agrees to give rides to Students or Young Adults outside of Thread, please note that Thread will not be liable and the Volunteer as an individual will assume any risks involved.

ThreadHOURS (Programmed Space for Relationship Building through Academic, Professional, and Personal Development)

- Volunteers working with Level 1 (high school) Students are encouraged to regularly attend threadHOURS within Thread's partner schools
- Volunteers working with Level 1 (high school) Students who have transferred out of one of Thread's partner schools are encouraged to attend Transfer threadHOURS at TouchPoint Baltimore
- Volunteers working with Level 2 (post-high school) Young Adults are encouraged to attend Post-High School threadHOURS at TouchPoint Baltimore

Handling Student Substance Use

Conversations between Students or Young Adults about drug use or drug dealing are not permitted at Thread-sponsored events and programming, including threadHOURS. Students or Young Adults who arrive to Thread-sponsored events or programming under the influence of drugs or alcohol will be sent home. The Employee in charge of the event will make the decision to send the Student or Young Adult home. If an Employee is not available, the most senior Volunteer in attendance will make the decision.

When a Student or Young Adult is known to be using or dealing drugs, the Thread Family should work to identify and address the root cause of the student's drug use/dealing by developing a strategy with Family members and the GrandParent. Each Thread Family will have a conversation with the Student about the consequences of in-school drug use/dealing, using the Baltimore City Public School Code of Conduct for reference (available on baltimorecityschools.org). Each Family will come up with their bottom-line stance on how to engage the Student or Young Adult on drugs/alcohol use, and the Family should stay in communication with the GrandParent and the Community Manager so that everyone remains on the same page.

Reimbursement

Receipts must be provided for all reimbursable expenditures. Thread Family expenses are reimbursable only when the Student or Young Adult is present.

Volunteers may not provide cash to Students or Young Adults and **will not** be reimbursed for cash given to Students or Young Adults. Never give a Student or Young Adult cash unless you are assuming the risk individually and not as a member of Thread.

Automatically Approved Amounts

***Please note that this is subject to change. Please check the volunteer Field Guide for the most up-to-date information)*

Family Spending Allowance (Overseen by HOF)	Thread Spending Allowance (Overseen by GP)
Food: \$10 per meal per person Frequency: 2 meals per day Events: \$25 per quarter per person in the Family Examples: movies, bowling, concert	Discretionary: \$100 per quarter Examples: picnic, potluck, team building event admission *Note: the intention is to use these funds to build community within your thread

Transportation: \$20 per week Frequency: up to 2 rides total per week *Limited to Uber, Lyft, or public transport. Students are not permitted to use Uber or Lyft without Volunteer being present. *Note: Family expenses are only reimbursable when a Student or Young Adult is present	
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Supplemental Budgets

Reimbursement for any expenses that do not fall within the guidelines above must be pre-approved by the Community Manager. Limited funds are available for non-standard expenditures (e.g. emergency supplies/services, a meal for a special celebration, temporary transportation coverage, etc).

To request supplemental funds, Family Volunteers should email their request directly to Community Managers with the subject line "Supplemental Budget."

Personnel Files

It is important that Volunteer records contain accurate and up-to-date information. Volunteers should report any changes in name, address, phone number, or email address to their Volunteer Leader or Community Manager.

A copy of each Volunteer's acknowledgement of receipt of this Handbook will be maintained in their Volunteer file.

Reference Checks for Volunteers

Thread Volunteers are welcome to describe Thread Volunteer experience on their resumes and may list Thread as a reference when applying for employment. Requests for references should be submitted to the Volunteer's Community Manager. It is Thread's policy to respond to reference check inquiries only by confirming the dates of engagement and the Volunteer's last position.

Behavior Improvement

While it is impossible to list every type of behavior that may be deemed an offense requiring disciplinary action, and the at-will status of all Thread Volunteers

notwithstanding, any violation of the policies set forth in this Handbook or otherwise communicated by Thread may also result in disciplinary actions, which may include but are not limited to:

- Written/verbal counseling
- Coaching and warnings
- Suspension from volunteering
- Termination of Volunteer role

It is impossible to define in detail every standard for every circumstance. Thread's decision in every case is final and binding on all concerned, including the disciplined Volunteer and all other persons or entities involved in any way, directly or indirectly.

Conflicts of Interest

Volunteers should not use nonpublic Thread information for their own personal gain or advantage, or for the gain or advantage of another.

Dual Roles Within Thread

Thread strictly prohibits members of the Thread Community from holding dual Volunteer/Employee roles within Thread, as it can create a conflict of interest. Volunteers of Thread are not permitted to also work as Employees of Thread while engaged in an active Volunteer role, or in any other additional role that could present a conflict of interest. Dual Volunteer roles such as Family Member Volunteer and Resource Team Volunteer are permissible.

Background Check Policy

All Thread Volunteers, Employees, and Board Members, regardless of role, are required to undergo fingerprinting for criminal background checks to ensure the safety of our Students and Young Adults, as well as other members of our Thread Community. Thread excludes potential volunteers whose background checks include any of the following information:

- Convicted of, or charged with, child abuse or neglect
- Convicted of any violent crime
- Convicted of any sexual crime

In the rare case that a prospective volunteer does not pass a criminal background check, the prospective volunteer will be notified by letter and email that adverse information has returned on a background check. The individual has 5 business days to dispute the information with the fingerprinting agency (see Appendix, "Your Rights Under the Fair Credit Reporting Act"). After that period, the prospective volunteer will be exited from Thread's system and notified that they are not eligible to be placed in a Volunteer role. Background check results are maintained physically in a locked cabinet accessible only to the Employee responsible for Compliance and Risk Management, and all information contained in the reports is confidential. To protect the privacy of

members of the Thread Community, Thread does not maintain electronic copies of background check results.

Mandated Reporting Guidelines

Certain types of incidents and disclosures are subject to different reporting regulations. Specifically, by law, suspected **child abuse or neglect of a child under 18 by an adult in a caregiver role must be reported** to Child Protective Services. Thread Employees and CPS agency employees will guide Volunteers through the process.

Who Are Mandated Reporters? Maryland law provides that any “person in this State” who has reason to believe that a child has been subjected to abuse or neglect is required to notify the local department of social services or appropriate law enforcement. *This includes All Thread Employees and Thread Volunteers!*

As a Thread Volunteer, you are a mandated reporter and are required to report suspected abuse and neglect. According to Maryland law, a report must be made when an individual has knowledge of or has reason to believe that a child has experienced any form of abuse or neglect by a caregiver.

What is Child Abuse? Child abuse and neglect includes those actions by a caregiver which cause harm or substantial risk of harm. That harm can take many different forms, including physical harm, sexual molestation or exploitation (human trafficking), or failure to give proper care and attention to a child to the extent their health and welfare are endangered. “Children” includes everyone under the age of 18 and, in the case of sexual abuse, consent of the child is not a defense.

Recognize the Warning Signs: • Inappropriate boundaries or relationships with an adult or caretaker • Inappropriate or excessive fear of parent or caretaker • Sudden, dramatic changes in personality or activities • Age inappropriate interest in sex or sexual knowledge • Bruises, welts or broken bones • Involving other children in sexual play • Poor hygiene • Inconsistent or unbelievable explanation for injuries • Disclosures

If a child under the age of 18 makes a disclosure to you:

- Stay calm. Ask for more information using open ended questions. Do not prompt or lead.
 - “Can you tell me more about what happened?”
- As soon as possible, write down what was said.
- Comfort the child.
 - “Thank you for sharing this information with me.”
 - “It was very brave of you to share this with me.”
- Do not make promises, since you may not be able to keep them. Do not promise that the youth will not see the perpetrator of abuse again. Do not promise that you will keep this information secret.

- Do not criticize the person they're accusing; it may be painful or confusing for the child.

PLEASE NOTE: As a mandated reporter, if you **suspect** a child has been abused or neglected, you are legally required to make a report. You do **not** need to witness it and it does not need to be disclosed to you by the child or someone else. You do **not** need to investigate or determine if the abuse actually occurred. After you make a report, it may be screened in (for investigation) or screened out (for lack of information/not meeting criteria). **Anyone who makes a report of suspected child abuse *in good faith* (i.e. without knowledge of falsity or reckless disregard for truth) is granted immunity from civil and criminal liability.**

Thread Mandated Reporting Procedure

1. ***If the child is in immediate danger or it is an emergency, call 911.***
2. **REPORT UP:** As soon as possible, Volunteer contacts Community Manager directly by phone or email (or another previously agreed-upon communication method). When communicating by phone or verbally, Community Managers should send a follow-up email back to the volunteer summing up the verbal discussion for documentation. Resource Team Volunteers should report to their Coach on staff.
3. **REPORT OUT:** Volunteer and Community Manager report out.
 - a. **Make a Verbal Report:** Call 410-361-2235 for Baltimore City Child Protective Services or 911 for Baltimore City Police as soon as possible. [Use the following list to communicate with CPS regarding situations that took place outside of Baltimore City.](#) Suspected abuse must be reported to the agency for the county in which the suspected abuse took place. Document the date, time, name of the Local Department of Social Services (LDSS) staff member you spoke to, and the case number.

AND then:
 - b. **File a Written Report:** Volunteers and Community Managers must also submit a written report to the local department of social services ***within 48 hours.*** Form [DHS/SSA 180](#) can be found online. Fax the form to the local department of child protective services. For Baltimore City, the fax number is 443-423-7003 or 443-423-7002. For other localities, reference [this list of fax numbers.](#) *Please note that Community Managers have access to Thread's eFax account, through which a PDF may be sent to a fax number electronically. For assistance, Community Managers may contact Human Resources at hr@thread.org.

1. **DOCUMENT:** Community Managers must submit a copy of the written report Form DHR/SSA 180 by email to Thread's Operations Manager along with the date and time that it was submitted.

The Information Needed to Make a Report Includes:

- The child's name, age, and home address
- Name and contact information for the child's parent or caregiver
- Current location of the child
- Nature and extent of abuse/neglect (collect only minimal facts from the child, such as who the child identifies as the perpetrator and the type of abuse alleged)
- Approximate date and time of suspected abuse/neglect
- How you learned about it
- Whether there were previous incidents with the child or siblings (if you know)
- What action you took to help the child

PLEASE NOTE: You are required to report suspected child abuse that was perpetrated by a caregiver, even if it was a long time ago and the victim is now an adult, as long as the victim was under the age of 18 at the time the abuse occurred. Make reports to the appropriate authorities in the county in which the abuse occurred.

Liability/Confidentiality

- You are generally protected from liability when making a report, even if it turns out to be false, *as long as* you do not willfully make a report you know to be false or display reckless disregard for the truth.
- Generally reports are confidential; **however**, they may be disclosed to police or case workers who may need to get more information from you.

Learn More about the Law and How to Report: Visit the Baltimore Child Abuse Center website (www.bcaci.org) for online trainings and resources!

Recordkeeping and Logging TouchPoints

Thread volunteers **must log all interactions** (TouchPoints) with or concerning Thread Students and Young Adults to keep an accurate record and to ensure knowledge transfer and wellbeing of Students and Young Adults. Accurate records also allow Thread to report on aggregate organizational outcomes, measure our progress, and apply for funding. Volunteers should log all interactions as TouchPoints in the Thread app. Difficulties accessing the Thread app should be reported to support@thread.org.

Disclosure of Consulting and Honoraria

Members of the Thread Community, including Employees, Volunteers, and Board Members, shall not accept any honorarium or speaking fees for work or experiences related to Thread. If a Volunteer is asked by any individual or organization to perform

work that relates to Thread volunteering and/or that involves payment of an honorarium or speaking fee, that Volunteer should negotiate for the honorarium to be given directly to Thread.

This includes, but is not limited to, compensation paid for speaking engagements, written work, and attendance at events. Members of the Thread Community may not use Thread intellectual property for any purpose other than Thread business.

Unacceptable Activities

It is the policy of Thread that unacceptable behavior will not be tolerated on the part of Volunteers, Students, or Young Adults while participating in Thread. Any unacceptable behavior by a Volunteer may result in disciplinary action, up to and including termination of Volunteer engagement.

A number of behaviors are regarded as incompatible with the Thread goals, values, and program standards. These unacceptable activities are prohibited while engaged with Thread:

- Unwelcome physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault
- Threatening statements or actions toward any individual
- Demeaning or exploitive behavior of either a sexual or nonsexual nature, including threats of such behavior
- Display or discussion of demeaning, suggestive, or pornographic material
- Sexual abuse or neglect of a child, or harboring knowledge of such conduct by another without reporting it
- Disparagement, public or private, of any Student parent/guardian or relative
- Disparagement, public or private, of political or religious institutions or their leaders while acting as a representative of Thread
- Violation of any local, state, or federal law
- Driving under the influence of alcohol
- Possession of illegal substances
- Drinking or smoking in the presence of a Student or Young Adult

Any unacceptable behavior, as specified but not limited to the above, will result in a warning and/or disciplinary action including suspension or termination from participation in Thread. If you have knowledge or concern that a Student or Young Adult has demonstrated any of the inappropriate behaviors listed above, please report to a Community Manager or hr@thread.org immediately.

Harassment and Discrimination

It is Thread's objective to treat all Volunteers with dignity and respect and to provide an environment free from harassment and discrimination based on race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, genetic information, sexual orientation, and gender identity. No Volunteer should be subjected to

harassment or discrimination by any Employee, Student or Young Adult, Volunteer, Board Member, Collaborator, Donor, Alumni, or other third parties, and all Volunteers should be aware of what harassment, both sexual and non- sexual, and discrimination are and what steps to take (detailed in **Complaint Procedure**, below) if harassment or discrimination occurs.

In no uncertain terms, harassment, sexual and non-sexual, and discrimination are forms of Volunteer misconduct. A Volunteer engaging in harassment or discrimination will be subject to disciplinary action up to and including termination of Volunteer engagement, and may be held personally liable for damages.

Discrimination in General

Discrimination includes unfavorable treatment of an individual with regard to engagement actions such as enrollment, placement, and other terms and conditions of volunteering based on race, color, religion, sex (including pregnancy), national origin, age, disability, veteran's status, genetic information, sexual orientation, and gender identity as covered by applicable federal, state and local law as well as any other factor protected by federal, state and/or local law.

Harassment in General

Harassment includes behavior that demonstrates hostility toward another individual based on race, color, religion, sex (including pregnancy), national origin, age, disability, veteran's status, genetic information, sexual orientation, and gender identity. Harassing behavior may include, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic materials that denigrate or show hostility or aversion toward an individual or group and that is placed on the employer's premises or circulated on Thread premises or at Thread programming/events.

Sexual Harassment

All Volunteers, Students and Employees have the right to a program free from sexual harassment, and Thread does not and will not tolerate sexual harassment in any manner. Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature, or conduct based on an individual's gender. Sexual harassment includes a range of subtle or overt behaviors and may involve individuals of the same or different gender. These behaviors may include, but are not limited to: unwanted and unwelcome sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; other physical, verbal or visual conduct of a sexual nature; or conduct based on an individual's gender.

Complaint Procedure

Thread encourages individuals who believe they are being subjected to harassment to address the issue, regardless of the alleged offender's identity or position. To protect Volunteers' rights, Thread has established the following procedure to facilitate the investigation and resolution of claims of harassment or discrimination:

- If they wish, the Volunteer affected may directly advise the offender that the behavior is unwelcome and request that it stop immediately. It is not necessary for Volunteer to speak directly to the offender if they feel uncomfortable or believe that negative consequences may result.
- If for any reason a Volunteer does not wish to address the offender directly, or if such action does not end the offensive conduct, the Volunteer should notify their Volunteer Leader and/or Community Manager and/or Human Resources. It is important to report any and all concerns of harassment or inappropriate conduct as soon as possible; however, all reports will be addressed uniformly regardless of the timing of reporting. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing. Any complaint of harassment or discrimination received by any member of the Executive Team must be reported to the CEO. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses. While Thread will thoroughly investigate all complaints and take appropriate responsive action, the complainant should provide as much of the following information as possible to ensure the prompt and thorough investigation of a sexual harassment complaint:
 - The name and role of the person or persons allegedly causing the harassment.
 - A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
 - The effect of the incident(s) on the complainant's ability to perform their role within Thread, or on other terms or conditions of their engagement.
 - The names of other individuals who might have been subject to the same or similar harassment.
 - What, if any, steps the complainant has taken to try to stop the harassment.
 - Any other information the complainant believes to be relevant to the harassment complaint.

All claims of harassment or discrimination, no matter how minor or who is involved, will be investigated promptly, and confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action, as permitted by law. Information is revealed strictly on a need-to-know basis. However, the identity of the complainant is usually revealed to the respondent and witnesses.

Thread considers harassment, discrimination or retaliation (defined below) to be an act of misconduct and subject to appropriate disciplinary action, up to and including termination of Volunteer engagement. Thread will not condone retaliation against any Volunteer for making a report in good faith under this Policy. Volunteers who become aware of harassment, discrimination, or retaliation must report such behavior to their Volunteer Leader, Community Manager, and/or Human Resources (hr@thread.org).

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

Whistleblower Policy

Thread prohibits retaliation against any Employee or Volunteer who makes a complaint, provides information, or otherwise assists (e.g., as a witness) in an investigation or proceeding regarding any conduct which they reasonably believe in good faith to be in violation of this Volunteer Handbook. Complaints of retaliation are taken very seriously and will be promptly investigated and resolved as appropriate.

Retaliation can be defined as a form of adverse treatment by an Employee, Volunteer Leader or fellow Volunteer involving action(s) against a Volunteer because they have engaged in protected activity, which includes opposing harassment or discrimination; making or filing a complaint; or testifying, assisting or participating in an investigation, proceeding or hearing involving any conduct which they believe in good faith to be discriminatory or harassing. "Good faith" does not mean that a Volunteer has to be correct in their belief that the conduct is actually discriminatory or harassing or that the complaint is substantiated after investigation; however, it does mean sincerely believing that the information provided is truthful.

Volunteers who believe they are being subjected to retaliation must immediately contact the Community Manager or Human Resources (hr@thread.org). Claims of retaliation will be investigated promptly and resolved as appropriate. Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action, as permitted by law.

Violence-Free Workplace

Thread is committed to maintaining an environment that is safe and free of all forms of violence and strictly prohibits members of the Thread Community from making threats or engaging in violent acts. Volunteers who engage in conduct prohibited by this Policy will be subject to disciplinary action up to and including termination of Volunteer engagement and may be reported to law enforcement authorities.

Prohibited Conduct

Thread does not tolerate any type of actual or threatened violence committed by or against Thread Employees, Students or Young Adults, Volunteers, Board members,

Collaborators, Donors, Alumni, or visitors on Thread's premises, or while engaged in Thread business off of Thread's premises.

This list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person intentionally damaging Thread property, property of another Volunteer, or property belonging to customers or visitors
- Committing acts motivated by, or related to, domestic violence while on Thread premises or on Thread business

No-Weapons Policy

Thread prohibits all persons, including Volunteers, who enter its offices from carrying a handgun, firearm, or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry a handgun or other weapon. The only exceptions to this policy are police officers and persons who have been given written consent by Thread to carry a weapon on the property.

Furthermore, all Volunteers are also prohibited from carrying a weapon while in the course and scope of engaging as a Thread Volunteer, whether or not they are on Thread property and whether or not they are licensed to carry a handgun or other weapon. This policy also prohibits weapons at Thread-sponsored function such as, by way of example and not of limitation, threadHOURS, threadTALK, Leadership Meetings, and other Thread events. Prohibited weapons include any form of weapon or explosive *restricted* (not necessarily outlawed) under local, state or federal law or regulation, including, but not limited to, illegal knives or other weapons, and all firearms. Legal chemical dispensing devices, such as pepper sprays, that are sold commercially for personal protection are not covered by this policy.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a Community Manager or Human Resources (hr@thread.org). All Volunteers have an obligation to report conduct in the Thread Community that they reasonably believe to be suspicious or situations that appear problematic, regardless of the alleged offender's identity or position. While we do not expect Volunteers to be skilled at identifying potentially dangerous persons, Volunteers are expected to exercise good judgment and to inform a Community Manager or Human Resources if any Employee, Student or Young Adult, Volunteer, Board Members, Collaborator, Donor, Alumni or visitor exhibits behavior that could be a sign of a potentially dangerous situation.

Such behavior includes but is not limited to:

- Obsession with weapons or bringing them into the workplace or school
- Displaying overt signs of extreme stress, resentment, hostility or anger

- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior
- Changes in personal behavior and interaction with others

All individuals who work on Thread premises who apply for, or obtain, temporary or permanent protective or restraining orders listing Thread as a protected area must present any such orders to the CEO.

Confidentiality

Reports can be made anonymously and all reported incidents will be taken seriously and investigated. Volunteer reports made pursuant to this Policy will be treated as confidential to the extent consistent with adequate investigation and appropriate corrective action, as permitted by law. Thread does not condone any form of retaliation against any Volunteer for making a report in good faith under this Policy.

Enforcement

Any Volunteer determined to have committed such acts prohibited by this Policy will be subject to disciplinary action, up to and including termination of Volunteer engagement, as well as arrest or prosecution when applicable. Non-Volunteers engaged in violent acts on Thread premises will be reported to the proper authorities and fully prosecuted as appropriate. Thread reserves the right to remove any person from its premises if that person's behavior is perceived to threaten the safety of its Employees, Students or Young Adults, Volunteers, clients, or visitors. Any person removed from the premises shall remain off the premises pending the outcome of Thread's investigation.

Alcohol and Drugs

Volunteers are expected and required to engage in volunteer activities free from the influence of alcohol and/or drugs. It is Thread's intent and obligation to provide a drug-free, healthy, safe, and secure environment. The use, possession, sale, distribution, dispensation, manufacture of, or other involvement with controlled substances or legal drugs illegally used, or the use, possession, etc., of alcohol, alcoholic beverages or any other illicit substances while conducting Thread business off Thread premises is strictly prohibited. Violations of this policy will result in disciplinary action up to and including immediate termination and may be reported to the appropriate authorities.

At times, alcoholic beverage consumption is allowable at Thread-sponsored events where Students and Young Adults are **not** present or events at which Volunteers represent Thread at a social function. Regardless of whether such functions occur on or outside Thread premises, during or after normal working hours, Thread Volunteers are expected to conduct themselves professionally. Such professional conduct includes, but is not limited to, the exercise of sound judgment, respect for the rights and feelings of others, and consideration of Thread's reputation. The fact that alcoholic consumption

may be allowed at certain Thread-sponsored functions in no way lessens a Volunteer's obligation to use alcohol in a responsible manner, and a Volunteer's decision to consume alcohol will not excuse any departure from standards of professional conduct or compliance with local, state, and federal laws.

Under no circumstances will any Volunteer or any other person under the age of 21 years old be served alcohol. Absolutely no alcohol will ever be served to Thread Students or Young Adults, either within or outside of Thread-sponsored programming, regardless of age or high school graduation status.

Volunteers should not endorse the use of alcohol and/or drugs to Students or Young Adults, nor should they consume alcohol and/or drugs while engaged in, or prior to engaging in, Thread activities. Volunteers and Students or Young Adults may go to a location where minors are allowed and alcohol is served, provided that neither the Volunteer nor the Student or Young Adult consume any alcohol.

Thread recognizes drug and alcohol dependency as an illness and a major health problem. Volunteers needing help should contact their healthcare provider immediately.

Drug-Free Workplace

Thread publishes and enforces the following statement:

- Thread's Volunteers are hereby notified that the unlawful manufacture, distribution, possession or use of controlled substances while engaged in Thread business and at Thread events is prohibited. Any Volunteer found to be violation of this act shall be subject to immediate termination of Volunteer role.
- Compliance with the above is a condition of participation for every Thread Volunteer.

For the safety of of its Community, Thread requires strict compliance with the Drug-Free Workplace Act of 1988. Thread Students, Young Adults, or Volunteers who are under the influence of drugs will not be allowed to participate in Thread-sponsored events or programming.

Smoke-Free Workplace

In keeping with Thread's intent to provide a safe and healthful environment, smoking on Thread premises and at Thread events or programming is prohibited except in those locations that have been specifically designated as smoking areas. This policy applies equally to consultants, Students or Young Adults, Volunteers, Employees, Board members, Donors, Collaborators, and Alumni.

Volunteers must refrain from the use of tobacco products, including vapes and e-cigs, while engaged with a Thread Student or Young Adult. Volunteers should never encourage or condone tobacco use by Students or Young Adults.

Thread Employee and Volunteer Policy for Political Campaign Activity

As a tax-exempt organization, Thread is legally prohibited under section 501 (c)(3) of the Internal Revenue Code from directly or indirectly participating or intervening in political campaigns. Federal law provides that tax-exempt organizations may not “participate in, or intervene in (including publishing and distributing statements), any political campaign on behalf of (or in opposition to) any candidate for public office.”

While Volunteers may engage in partisan political activities and the electoral process on their own time, to ensure that Thread avoids serious legal ramifications, we ask that, as a guideline, it is done in your individual and personal capacity and not through and with the use and support of Thread resources.

This can be done by ensuring that it is clear, through written and oral statements, that you are acting on your own personal behalf and not on behalf of Thread. To avoid legal implications, including denial or revocation of Thread’s tax exempt status and possibly the levy of excise taxes, Volunteers must not use Thread resources, facilities, property, or Thread events to:

- Endorse any candidate for any public office
- Donate or contribute to any candidate’s campaign or solicit political contributions to a campaign
- Participate or engage in political fundraising events
- Publish or distribute statements for or against any candidate
- Engage in any activity that favors or opposes any candidate

Thread may, with Executive Team approval, invite a political candidate to speak at a Thread event, provided that all candidates running for that same office are invited and given an equal opportunity to speak.

In order for Thread to maintain its 501(c)(3) tax-exempt status, Thread and the Thread Community must adhere to federal law pertaining to political activity. 501(c)(3) “organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.” If you are unsure of what may or may not be appropriate behavior related to Thread and legal restrictions surrounding supporting a candidate for office, please contact a member of the Executive Team.

For more detailed information on Section 501(c)(3) and political activity prohibitions, please visit <http://www.irs.gov/pub/irs-tege/rr2007-41.pdf>.

This policy does not restrict Volunteers from expressing their own views on political issues and public policy, or participating in the political process, when speaking for themselves as individuals.

How We Conduct Business

Inclement Weather Policy

In the case of inclement weather, Thread may close its offices, cancel or reschedule programming, or open on a delayed schedule, with safety being a priority. Community Managers will relay relevant closure and cancellation information to Volunteers.

Social Media Policy

Thread recognizes that Volunteers may wish to post on personal social media accounts about Thread activities. Social media tools like blogs, Twitter, and Facebook are great communication outlets for letting your friends and family know about what's happening at Thread. We're excited that there is interest in spreading the word, and have prepared the following guidelines to assist Volunteers:

- If Thread is a subject of the content you are creating, be clear and open about the fact that you are a Thread Volunteer and make it clear that you are not a spokesperson for Thread and that your views do not represent those of Thread, fellow Volunteers, Employees, Donors, Students, members, vendors or people who work on behalf of Thread.
- Always identify that your views are your own and not Thread's, especially when talking about Thread's activities. Be thoughtful in what you post – even with a disclaimer, readers may associate you with Thread because of your affiliation with Thread.
- Get permission from Students or Young Adults and other Volunteers before writing about them or posting images of them. Do not breach the security and/or confidentiality of any member of the Thread Community by blogging or posting any information about where they live or socialize.
- Avoid announcements related to unconfirmed programming.
- Always be fair and courteous to the Thread Community, including Employees, Volunteers, Donors, Students, members, vendors or people who work on behalf of Thread. Also, keep in mind that you are more likely to resolve interpersonal complaints by speaking directly with your fellow Volunteers or utilizing Thread's Open Door Policy than by posting to a social media outlet.

Thread's mission asks members of the Thread Community to be open and vulnerable, which means that confidentiality and respect are crucial, including online. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating; that disparage Students or Young Adults, Volunteers, Employees, Board members, Donors, Collaborators, Alumni, vendors, or people who work on behalf of Thread; or that might constitute harassment or bullying or otherwise violate the policies set forth herein, including the need to maintain confidentiality of personal information. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or

any other status protected by law or Thread policy. Remember that there is no expectation of privacy when using social media.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Volunteers should comply with all applicable laws when using social media, including those governing copyright, trademark, defamation and plagiarism. Never post any information or rumors that you know to be false about Thread or about Employees, Volunteers, Donors, Students, members, vendors, people who work on behalf of Thread, or competitors.

Do not use Thread email addresses to register on social networks, blogs or other online tools utilized for personal use.

Media Policy

The Vice President of Involvement, in collaboration with the CEO, is responsible for all interactions with the media on behalf of Thread and its Employees and Volunteers. If approached by the press, Volunteers should direct all press inquiries, both formal and informal, to the Vice President of Involvement at media@thread.org for evaluation and handling.

Interaction with the media includes all direct and indirect media contacts on behalf of, or concerning, Thread, messages about Students and programs, commentary on or positions of views on education and mentoring, or articles written about Thread, public policy issues, descriptions or accounts of internal events and all public statements *where an individual is identified as a Thread Volunteer*.

Use of Thread Stationery or Thread Logo

Thread stationery and logo is to be used for Thread business only. Thread's experience is that the mere use of Thread stationery or Thread logo for personal correspondence automatically involves Thread. It is impossible for the recipient, regardless of any denials by the sender, to differentiate between individual action or action taken as representatives of Thread. Therefore, Volunteers should refrain from using Thread letterhead in personal correspondence.

Copyright and Attribution

Volunteers may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy in the course of Thread engagement.

Use of Thread Computer System

Volunteers may occasionally make use of Thread's Computer System in the course of engagement with Thread. For the purposes of this policy, the "Computer System" includes all Thread-owned computers and printers regardless of their location, all computers connected to Thread's network regardless of ownership, Thread's email system, all Thread internet service provider ("ISP") accounts, and Thread's internal Internet connection.

Company policies against sexual or other harassment apply fully to the use of the Computer System, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no materials or messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, sexual orientation, familial status, gender identity, or any other classification protected by law. Lewd or pornographic materials are strictly prohibited.

Thread's Computer System may not be used for illegal activities; personal monetary gain; or to solicit or proselytize for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

Security

To ensure compliance with this policy, Thread management have the right to monitor any and all of the aspects of its Computer System, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, reviewing e-mail sent and received by users, and reviewing computer files.

Notwithstanding Thread's right to retrieve and read any e-mail messages or files, such messages and/or files should still be treated as confidential by other Volunteers and Employees and accessed only by the intended recipient. Volunteers are not authorized to retrieve or read any Thread email messages that are not sent to them. Any exception to this policy must receive the prior approval of Thread management.

Volunteers have no expectation of privacy with regard to communications via Thread's Computer System and should utilize this system for Thread purposes only.

Professional Conduct

Volunteers are reminded to be courteous to other users of the Computer System and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient.

Email messages may be discoverable during litigation, and liability for libel may arise from statements made in email. Deleting an email message does not guarantee that it has been erased from the network. Thread may maintain backup copies of documents and email messages generated on the Computer System. Therefore, users should write

email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on Thread letterhead.

Personal Property

Thread does not accept responsibility for a Volunteer's personal property. Thread urges all Volunteers to leave valuables at home.

If a Volunteer wishes to invite Students or Young Adults or other Volunteers into their own home, that Volunteer accepts that Thread's liability does not cover incidents within Volunteers' homes. Therefore, any incident that arises will fall under the Volunteer's personal homeowner's or liability insurance.

Solicitation and Distribution

Thread appreciates that Volunteers may wish to share elements of their lives that are important to them with other members of the Thread Community, including Students and Young Adults. When discussing personal, spiritual, religious, or other beliefs with Students or Young Adults, Thread encourages Volunteers to share their beliefs as their own and acknowledge that these may differ from the Student or Young Adult's beliefs.

Volunteers are welcome to invite others, including Students and Young Adults, to join them at community events and gatherings, including worship services, if all parties feel comfortable. In order to ensure that the Thread Community remains inclusive and comfortable for all members, Volunteers should respect the following guidelines:

- Do not pressure others to attend if they decline an invitation
- Respect the personal beliefs of individuals
- Do not present your own beliefs as universal truths or as the only correct belief system, as others may have different beliefs

To prevent interfering with and disrupting Thread's mission, and to provide the most efficient services to the public, the following rules must be followed:

- No Volunteer during engagement in Thread business may distribute written material or solicit another Volunteer, Employee, Student, or Young Adult;
- Non-Volunteers are not permitted to solicit Volunteers, Employees, Students, or Young Adults or distribute written material on Thread premises at any time.

Examples of solicitation include, but are not limited to, selling of a product (for example, cookies, gift wrap, jewelry) or the distribution of literature about a club, church or other organization.

Thread fundraising activities and Thread-sponsored group benefits offerings (for example: health benefits or baseball or art museum discounts) are exceptions to this policy.

Gift Acceptance

Thread is committed to the highest ethical principles in all areas concerning relationships with business suppliers, contractors, Collaborators, Volunteers, and any other persons with whom Thread may do business.

Thread Employees and Volunteers must not accept or give gifts, favors, loans, discounts, or other dispensations **of more than nominal value** in connection with their Thread duties which might influence negotiations and purchasing decisions by Thread. Any gift or favor should be accepted without expectation of reciprocity. Anyone wishing to make a donation should be referred to the Vice President of Inspiration. This includes offers of in-kind donations such as clothing or furniture.

In any circumstance where a Volunteer is offered a gift of more than nominal value, the Volunteer should discuss with their Volunteer Leader or Community Manager to ensure compliance with this policy.

Thread's Responsibilities

Notwithstanding any other provision of this Handbook, all managerial and administrative functions and prerogatives entrusted to and conferred upon employers inherently, expressly, and by law, are retained and vested exclusively with Thread, including but not limited to the right to exercise Thread's judgment and discretion to take whatever action is necessary to effectively administer Thread's operations; protect its health, property, security, and general welfare; to reduce, close down, or relocate Thread's operations or any part thereof; to hire, layoff, retire, direct, discipline, terminate, or increase the efficiency of the workforce in the manner and to the degree Thread deems appropriate; to set the standards of productivity, maintenance, services, security; and in general, to take whatever other actions necessary in Thread's judgment and discretion to administer Thread's operations and direct its activities.

Thread reserves the rights to alter, amend, reduce, or discontinue any policy, rule, or service included in this Handbook. The failure of Thread to exercise any prerogative or function in a particular way shall not be considered a waiver of Thread's right to exercise such prerogative or function or preclude it from exercising that prerogative or function in some other way.

This Volunteer Handbook may be periodically updated. Updates will be disseminated to Thread via electronic means and, upon request, in writing. Thread Volunteers are responsible to review and comprehend any and all changes made to this Handbook.

The Thread Code of Ethics Definitions

Honesty – fairness and straightforwardness of conduct.

Integrity – quality of being honest and having strong moral principles; moral uprightness.

Commitment – a promise to follow through on an informal or formal contract.

Transparency – being open in communication and dealings.

Confidentiality – keep vital Thread information private.

Protecting Thread's Assets – act as responsible stewards in managing Thread's financial resources whether through staying on budget, reporting of fiscal information, or participating in fundraising to support the health and growth of the organization.

Representing Thread – communicating about Thread organization in a positive light and referring all press inquiries to the CEO.

Reporting Impropriety – observing and reporting actions that show dishonesty, improper financial activity, improper language, behavior, or character.

_____ I have read the Thread Code of Ethics Definitions and agree to uphold these ethics.

Non-Harassment and Child Safety Policy Acknowledgement

Please read the following and initial to indicate your acceptance of Thread's Non-Harassment and Child Safety Policies.

It is Thread's policy that a Volunteer's interactions with a Thread Student or Young Adult should take place in a group (such as a Thread Family) or within Thread-sponsored spaces such as ThreadHOURS. One-on-one interactions with a Thread Student or Young Adult must take place within **observable and interruptible** distance of other people.

_____ I understand that interactions with a Thread Student or Young Adult should take place in a group.

_____ I understand that one-on-one interactions between a Volunteer and a Student or Young Adult must take place within observable distance of other people.

Absolutely NO Thread Volunteer may have a romantic or sexual relationship with any Thread Student or Young Adult, regardless of age. Any such relationship or intent to establish such a relationship are **strictly forbidden** by Thread.

_____ I understand that Thread does not allow romantic or sexual relationships between Volunteers and Students or Young Adults.

Thread does not tolerate any form of harassment, whether sexual, verbal, or physical. A member of the Thread Community who is aware of, is subject to, or suspects harassment or abuse should report it to any staff member, such as a Community Manager, or HR@thread.org. *The Thread Community includes Volunteers, Students and Young Adults, Staff Members, Collaborators, Donors, and Alumni.*

_____ I understand that Thread does not tolerate harassment and that harassment must be reported to a staff member.

Thread will promptly and thoroughly investigate all reports. Thread will maintain confidentiality of all involved parties to the greatest extent possible. No Volunteer will be retaliated against for making a report in good faith under this policy.

_____ I understand that Thread will investigate all reports of misconduct.

_____ I understand that I will not be retaliated against for reporting misconduct.

Physical harassment refers to methods of coercion, threats, or bullying that involve physical gestures or threats. These behaviors can take many forms, from blocking someone's path to the threat of physical violence.

Sexual harassment may include a range of subtle or overt behaviors and may involve individuals of any age and any gender. These behaviors may include, but are not limited to:

- Unwanted and unwelcome sexual advances or requests for sexual favors;
- "Grooming," or breaking down the boundaries of children or adults to facilitate abuse;
- Physically isolating an individual;
- Sexual jokes and innuendo;
- Verbal abuse of a sexual nature;
- Leering, whistling or touching;
- Insulting or obscene comments or gestures;
- Display of sexually suggestive objects or pictures;
- Other physical, verbal or visual conduct of a sexual nature;
- Conduct based on an individual's gender.

Any member of the Thread Community who becomes aware of inappropriate behavior, including sexual harassment, **must immediately report** it to any staff member or HR@thread.org. Reports may be made in writing, via email, or verbally.

Breaking Thread's Non-Harassment Policy, or harboring information about such behavior by other, is unethical and is reason for immediate removal from the Thread Community.

_____ I am aware that harassment of any member of the Thread Community, or harboring information about harassment, is unethical and is grounds for immediate removal from my Volunteer role.

_____ I am aware that I am encouraged to ask questions of any Volunteer Leader or Thread employee concerning this policy.

_____ The safety of Thread Students and Young Adults, and the Thread Community, is important to me.

_____ I will abide by Thread's Non-Harassment Policy.

Receipt & Acknowledgement of the Thread Volunteer Handbook

The Volunteer Handbook is an important document intended to help you become acquainted with Thread. The Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. The contents of this Handbook may be **unilaterally changed, amended, modified, reduced, superseded or discontinued by the Company at any time in its sole judgment and discretion without prior notification**. Please read and initial the following statements and sign below to indicate your receipt and acknowledgement of the Thread Volunteer Handbook.

Please initial each line below:

_____ I am a competent adult over the age of 18 years. I have received a copy of the Thread Volunteer Handbook. I have read and I understand its contents. I understand that I am responsible for reading and knowing and complying with its contents. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Thread at any time, with or without notice. I understand that this Handbook replaces (supersedes) all other previous Handbooks for Thread and that I am responsible for complying with any future changes to this Handbook. I understand that this Handbook constitutes only a summary of Thread and an overview of some of the guidelines related to volunteer rules and other Thread policies and practices.

_____ I understand that all Volunteer engagement with Thread is “at will” and for no definite duration. My engagement may be terminated at any time for any reason, with or without cause, either by Thread or by me.

_____ I am aware that during the course of my Volunteer engagement, confidential information will be made available to me, which must not be given out or used outside of Thread premises or with non-Thread individuals. In the event of voluntary or involuntary termination of Volunteer engagement, I agree not to use or exploit this information with any other individual or company.

_____ I understand that any violation of the policies set forth in this Handbook or other communications may result in disciplinary sanctions.

_____ I understand and acknowledge that my signature below indicates that I have read and understand the above statements and have received a copy of the Thread Volunteer Handbook.

**Volunteer's First
and Last Name (Print)**

Volunteer's Signature

Date

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone numbers of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identity theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer-reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer-reporting agency may not give out information about you to your employer, or a potential employer without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from these lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

Federal enforcers are:

TYPE OF BUSINESS:

Consumer reporting agencies, creditors and others not listed below

National banks, federal branches/agencies of foreign banks (word "National" or initials "N A" appear in or after bank's name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally Chartered savings banks (word "Federal" or initials "F S B" appear in federal institution's name)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

State-chartered banks that are not members of the Federal Reserve System

Air, surface, or rail common carriers regulated by former Civil Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

CONTACT:

Federal Trade Commission Consumer Response Center - FCRA
Washington, DC 20580 1-877-382-4357

Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20216 800-613-6743

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, DC 20551 202-452-3693

Office of Thrift Supervision, Consumer Complaints
Washington DC 20551 800-842-6929

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 703-519-4600

Federal Deposit Insurance Corporation Consumer Response Center
2345 Grand Avenue, Suite 100
Kansas City, Missouri 64108-2638 1-877-275-3342

Department of Transportation, Office of Financial Management
Washington, DC 20590 202-366-1306

Department of Agriculture
Office of Deputy Administrator - GIPSA
Washington, DC 20250 202-720-7051