



Welcome to Capital District Habitat for Humanity South Albany Revitalization project. It is wonderful that you are part of this exciting experience! Your time and efforts are greatly appreciated. We are not only helping to build homes for new families; we are developing a dynamic affiliate and expanding on the strong community spirit of the South Albany area.

Our words and actions are for the ultimate purpose of putting shelter in the hearts and minds of people in such a way that poverty housing and homelessness become socially, politically, and religiously unacceptable in our world. With these goals in mind employees and volunteers work as a community of caring people who demonstrate our faith by our actions toward each other and toward the community at large. We seek to work together in harmony, in an atmosphere of trust and confidence in each other.

Registration: 9:00am.

Build sites: Please call our volunteer coordinator, Hannah Nolan, for your location.

At the job site, Al Gavin, our site supervisor, will be available for you to check-in. Please bring your completed volunteer waiver with you on the day of your build. If you are with a group please indicate the name of your group at the top of your waiver. Once on site, please be sure to sign-in.

Lunch is at 1:00 pm and is for a half hour. Work day goes until 3:00 pm.

WORK ENVIRONMENT

Safety

You and CDHFH share the responsibility for establishing and maintaining a safe work environment. CDHFH will attempt to assure a safe work environment and to comply with federal, state, and local safety regulations. In turn, you are expected to obey safety rules and to exercise caution in all your work activities. You are also asked to report any unsafe conditions to your supervisor immediately. Any accident, which results in injury, regardless of how insignificant, must be reported promptly to your supervisor.

CDHFH does have several first aid kits located in various areas on our property and at the construction sites. Please see the supervisor of your area for exact locations.

Volunteer Conduct & Work Rules

Although it is not possible to list all the forms of behavior or conduct that are considered unacceptable in the work place, the following are examples of infractions of rules of conduct that may result in the limitation and/or termination of the volunteer relationship.

- Theft or inappropriate removal or possession of CDHFH property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place, while on duty, or while operating equipment.
- Fighting or threatening violence in the work place.
- Boisterous or disruptive activity in the work place.
- Negligence or improper conduct leading to damage of CDHFH's or another person's property.
- Insubordination or other disrespectful conduct.
- Repeated failure to follow a supervisor's reasonable request or to carry out a reasonable job assignment.
- Violation of safety or health rules.
- Smoking in CDHFH buildings or vehicles.
- False accusation of harassment, unlawful discrimination, or disparaging treatment by one employee to another.
- Sexual or other unlawful harassment or discrimination.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place.
- Excessive absenteeism, tardiness or any absences without notice.
- Unauthorized or improper use of telephones, mail system, or other CDHFH -owned equipment.
- Unsatisfactory performance or conduct.

Unlawful Harassment & Discrimination

CDHFH is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment.

CDHFH prohibits any actions, words, jokes, or comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive or hostile work environment is prohibited and will be grounds for immediate disciplinary action.

CDHFH prohibits any harassment between volunteers, employees, or other non-employee on the basis of sex. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones and conduct, either verbal or physical. Misconduct applies to both males and females and includes harassment between different and same sex.

Harassment/Discrimination Investigative Procedure

Any volunteer who feels that he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behavior is unwelcome. Additionally, volunteers who feel they have been harassed must immediately report the matter to the Executive Director. Regardless of the means selected to resolve the complaint, any complaint will not be a reflection of the volunteer.

Volunteer Relations

While CDHFH desires every volunteer to receive fair and impartial treatment, it does recognize that conflicts, misunderstandings, and problems will arise from time to time. These concerns or problems may involve co-workers, supervisors, or CDHFH policies. Although most misunderstandings can and should be solved on an informal basis, more formal provisions have been made to resolve difficult problems. The procedure for raising a problem or concern is as follows:

1. The volunteer should inform directly the person who is the source or cause of the problem or concern that there is a problem or concern. The people should attempt to resolve the issue informally and on their own.
2. If the volunteer does not wish to communicate directly with the person who is the source or cause of the issue or fails to satisfactorily resolve the issue after discussing it with the other party, the volunteer should then contact their supervisor, followed by the Executive Director.

Equipment

All volunteers at construction sites must have approval and proper instruction from a crew leader before using any type of power tool.

THINGS EVERY VOLUNTEER SHOULD KNOW

Drug & Alcohol Use

Volunteers of CDHFH are required to be medically (physically, emotionally and mentally) capable of performing the required work, free from the presence of illegal drugs, alcohol, or substances that diminish or impair their ability to perform the job. Any volunteer found under the influence of an illegal drug or abuse of prescription drugs, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during business hours or on affiliate property or in an affiliate vehicle will be subject to termination of their role with CDHFH.

Smoking

In keeping with CDHFH's intent to provide a safe and healthy work environment, and in keeping with New York state law, smoking is prohibited throughout the offices. At construction sites, smoking is prohibited inside all homes, even during the pre-framing stage. Smoking should take place away from home construction sites and away from all flammable materials. In recognition of federal law, any volunteer under the age of 18 is prohibited from smoking at any time on CDHFH property.

Dress Code

Dress Appropriately: NO SHORTS, TANK TOPS, FLIP FLOPS OR SANDALS of any kind. Please wear work boots if you have them – you will be doing construction work – we prioritize your safety regardless of the temperature outside.

Supplies needed

Bring your own bagged lunch and plenty of water. Each build volunteer will be required to use the tools provided by our Habitat staff. You are responsible for your personal belongings. Please be

sure to keep them out of the way of work in progress. Build volunteers should wear safety shoes and appropriate clothing for the weather and task. Most volunteers prefer to have work-gloves. We do not provide these so you may opt to bring your own.