

LYDIA SMITH FOUNDATION

Policies and Procedures



LYDIA SMITH FOUNDATION

Policies and Procedures

- Anti-Discrimination Policy
- Audio Photos, Video, Media Release Policy and Waiver
- Board of Directors Policy
- Board Meetings
- Board Job Description
- Child Abuse and Reporting Policy
- Clients Appearing Threatening, Homicidal, or Suicidal Policy
- Conflict of Interest Disclosure Policy
- Document Retention and Destruction Policy
- Donor Privacy Policy
- Effectiveness Policy
- Governing Board Policy
- Internship Job Description
- Management Succession Plan Policy
- Media Request
- Privacy Policy
- Safety Policy and Safety Plan
- Harassment Free Workplace Policy
- Volunteer Waiver Policy and Waiver
- Whistle-Blower Policy



POLICY AND PROCEDURES

TOPIC: ANTI-DISCRIMINATION

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

LYDIA SMITH FOUNDATION will provide services and employ personnel and engage vendors, volunteers, and Board of Directors without regard to race, creed, color, religion, national origin, ethnicity, gender, sexual orientation or gender identity, age, physical or mental disability, veteran status, or marital status.

PROCEDURES:

1. The Board of Director members will be provided a copy of this statement.

POLICY AND PROCEDURES

TOPIC: AUDIO / PHOTO / VIDEO MEDIA RELEASE FORM

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY: LYDIA SMITH FOUNDATION requires all volunteers to sign a volunteer waiver form.

PROCEDURE: Volunteers will sign a release form prior to volunteering.

VOLUNTEER RELEASE FORM:

I grant permission to LYDIA SMITH FOUNDATION its board of directors, and employees to use photographs and/or video and audio taken of me. These images may be used in educational and documentary materials such as Public Service Announcements, Grant Applications, Video Documentaries and both printed and online newsletters. Furthermore, I authorize the use of my image, likeness, and voice for all program promotion, materials, and any other purposes in connection with the program deemed appropriate and necessary by LYDIA SMITH FOUNDATION.

I hereby agree to release, defend, and hold harmless and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on Web sites, from any claim, damages, or liability arising from or related to the use of the photographs/video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication, or distribution.

I am 18 years of age or older and have read this release before signing below, fully understanding the contents, meaning, and impact of this release and a copy of this form will be provided upon request. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

SIGNATURE _____ DATE _____

PROCEDURES:

1. The Board of Director members will be provided a copy of this statement.

POLICY AND PROCEDURES

TOPIC: BOARD OF DIRECTORS / GOVERNING BOARD

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

LYDIA SMITH FOUNDATION a not-for-profit corporation governed by a Board of Directors comprising volunteers from the community who agree to serve at least one full membership term. The commitment of each board member is to attend meetings consistently and to provide appropriate leadership. It is expected that board members will have a general commitment to non-profit services and a specific commitment to the agency's stated mission.

PROCEDURES:

1. Basic Responsibilities.

The following are the basic responsibilities of the governing board:

- To review and approve an annual operating budget
- To authorize and, upon completion, to review and approve an annual financial review or an audit by an independent accredited auditor
- To approve at policies for the agency
- To hold an annual meeting to elect officers, including a President, the Board of Directors and to renew terms of director
- Regularly attend board meetings and important related meetings
- Volunteers for and willingly accepts assignments and complete them thoroughly and on time.
- Stay informed about organizational, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Get to know other board members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fundraising and events for the organization

2. Bylaws.

The governing board will adhere to a set of bylaws that guide the board to meet its responsibilities to the organization.

3. Membership.

Members of the board of directors are informed at the beginning of their term of service regarding the responsibilities associated with board membership and of confidentiality regulations. These and other aspects of board membership are incorporated into the board manual that is provided to and reviewed with each new board member at the time s/he accepts membership on the board.

4. Minutes.

Each meeting of the board of directors is provided with written minutes from the board meetings that are then approved at subsequent meetings.

BOARD OF DIRECTOR DUTIES AND JOB DESCRIPTIONS

The board acts as trustee of the organization's assets and ensures that the nonprofit is well managed and remains fiscally sound. In doing so, the board must exercise proper oversight of the organization's operations and maintain the legal and ethical accountability of its staff and volunteers.

The main legal responsibilities of a nonprofit board are often summarized in the "three Ds":

Duty of care: Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.

Duty of loyalty: When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

Duty of obedience: Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

In addition to its legal responsibilities, the board acts in a fiduciary role by maintaining oversight of the nonprofit's finances. Board members must evaluate financial policies, approve annual budgets, and review periodic financial reports to ensure that the organization has the necessary resources to carry out its mission and remain accountable to its donors and the general public.

Board of Directors Job descriptions

President

- Oversees board and executive committee meetings
- Works in partnership with the President to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs, and with the chief executive, recommends who will serve on committees
- Assists in preparing agenda for board meetings
- Assists in conducting new board member orientation
- Works with the governance committee to recruit new board members
- Acts as a spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance

Vice President

- Attend all board meetings
- Serve on the executive committee if one exists
- Carry out special assignments as requested by the president
- Understand the responsibilities of the president and be able to perform these duties in the president's absence
- Participate as a vital part of the board leadership

Secretary

- Attend all board meetings
- Serve on the executive committee if one exists
- Records minutes of board meetings
- Ensure the safety and accuracy of all board records
- Review board minutes

- Provide notice of meetings of the board and/or of a committee when such notice is required

Treasurer

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit and answer board members' questions about the audit

POLICY AND PROCEDURES

TOPIC: CHILD ABUSE REPORTING

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

Staff and board of directors will report known or suspected child abuse or neglect in accordance with state laws in the state the nonprofit was founded.

PROCEDURES:

1. Any member of LYDIA SMITH FOUNDATION or Board of Directors who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect as defined above, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately contact the Board of Directors President.
2. After notifying the President, a verbal child abuse report will immediately be made by the employee who has knowledge or suspicion. The child abuse or neglect report will be made to the appropriate county department of human services or the local law enforcement agency.

The verbal report to authorities shall include the following information when available:

- A. The manner in which the evidence was discovered;
- B. The exact nature of the evidence which led to the report;
- C. Any information available regarding the current condition of the child;
- D. Name, address, age, race and gender of the child;
- E. Name, address and phone number of the parent, guardian or custodian of the child;
- F. The nature and extent of the child's injuries, including evidence of suspected abuse to the child or the child's siblings;
- G. Name, address and phone number of the person(s) alleged to be responsible for the suspected abuse or neglect;
- H. The name, address and occupation of the individual making the report.

POLICY AND PROCEDURES

TOPIC: MANAGEMENT SUCCESSION PLAN

EFFECTIVE DATE AUGUST 2019

REVIEW DATE AUGUST 2019

POLICY:

In the event the President can no longer fulfill the duties of LYDIA SMITH FOUNDATION, OR there is not a Vice President, the Executive Team from the Board of Directors will fulfill duties as determined by the Board of Directors.

PROCEDURES:

1. Board of Directors will hold a meeting to discuss plan of action.

POLICY AND PROCEDURES

TOPIC: CLIENTS APPEARING HOMICIDAL, THREATENING, OR SUICIDAL

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

Staff and Board of Directors will make reasonable efforts to protect any foreseeable victims of threatening or homicidal clients and seek immediate emergency notification of a client appearing suicidal.

PROCEDURES:

1. If a client reveals homicidal or suicidal thoughts or behaviors, staff or Board of Directors will contact 911.
2. If staff, volunteers, or clients are in danger all efforts will be made for the safety of these individuals, such as evacuating the building or relocating to safe areas.
3. If a volunteer notices any concerning behavior, they will report this information immediately to the President or Board of Directors.
4. Notification of legal authorities in this situation shall be made even if the client has not signed a written release authorizing this.

POLICY AND PROCEDURES

TOPIC: CONFLICT OF INTEREST DISCLOSURE

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed.
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction.
3. A competitive bid or comparable valuation exists; and the board has determined that the transaction is in the best interest of the organization.

PROCEDURE:

Disclosure in the organization should be made to the President (or if the President is the one with the conflict, then to the board president), who shall bring the matter to the attention of the board.

Disclosure involving directors should be made to the board president, (or if the board president is the one with the conflict, then to the board vice-president) who shall bring these matters to the board.

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to LYDIA SMITH FOUNDATION. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of LYDIA SMITH FOUNDATION and the advancement of its purpose.

POLICY AND PROCEDURES

TOPIC: **DOCUMENTS & RECORDS RETENTION AND DESTRUCTION POLICY**

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the operation of the LYDIA SMITH FOUNDATION by promoting efficiency and freeing up valuable storage space.

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. If an employee has sufficient reason to keep an email message, the message should be printed in hard copy and / or kept in the appropriate file or moved to an "archive" computer file folder.

SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

No director, officer, employee, volunteer or agent shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the JOEDANCE FILM FESTIVAL. During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, all board members and employees shall suspend any further disposal of documents until legal advice of counsel, determines otherwise.

RECORD RETENTION SCHEDULE

- Accounting and Finance : - indefinite

- Accounts Payable ledgers and schedules - 7 years
- Accounts Receivable ledgers and schedules - 7 years
- Annual Audit Reports and Financial Statements -Permanent
- Annual Audit Records, including work papers and other documents that relate to the audit - 7 years after completion of audit
- Bank Statements and Canceled Checks - 7 years
- Expense Records - 7 years
- General Ledgers Permanent and Electronic Payment Records - 7 years
- Notes Receivable ledgers and schedules - 7 years
- Investment Records - 7 years after sale of investment

- Corporate Records:
 - Record Type Retention Period – all permanent
 - Annual Reports to Secretary of State/Attorney General
 - Articles of Incorporation
 - By-laws
 - Board Meeting and Board Committee
 - Minutes
 - Board Policies/Resolutions
 - IRS Application for Tax-exempt Status (Form 1023)
 - IRS Determination Letter
 - State Sales Tax Exemption Letter
 - Contracts (after expiration)
 - Licenses and Permits
- Employee Documents
 - Record Type Retention Period – 7 years
 - Benefit Plans - Permanent
 - Employee Files- Permanent
 - Termination, Employment applications, resumes and other forms of job inquiries, ads or notices, Forms I-9, Employment Taxes, Payroll Registers (gross and net), Time Cards/Sheets, Unclaimed Wage Records, Retirement and Pension Records -Permanent
- Property Records
 - Record Type Retention Period -Permanent
 - Lease Agreement - Permanent
- Tax Records
 - Record Type Retention Period - Permanent
 - Tax-Exemption Documents
 - IRS 990 and 990T tax returns
 - Tax Bills, Receipts, Statements
 - Tax Workpaper Packages
 - Sales/Use Tax Records
- Grant Records:

Record Type Retention Period – 7 years

- Original grant proposal
- Grant agreement and subsequent modifications, if applicable
- All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters
- Final grantee reports, both financial and narrative

- All evidence of returned grant funds
- All pertinent formal correspondence including opinion letters of counsel
- Report assessment forms
- Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement
- Pre-grant inquiry forms and other documentation for expenditure responsibility grant
- Grantee work product produced with the grant funds

- Contribution Records
 - Record Type Retention Period - Permanent
 - Records of Contributions
 - The Association's or other documents evidencing terms of gifts

- Program and Service Records - Permanent

POLICY AND PROCEDURES

TOPIC: WHISTLEBLOWER POLICY

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

LYDIA SMITH FOUNDATION is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to LYDIA SMITH FOUNDATION's business and does not relate to private acts of an individual not connected to the business of the LYDIA SMITH FOUNDATION.

PROCEDURE:

If an employee has a reasonable belief that an employee or LYDIA SMITH FOUNDATION has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to The Board of Directors. If the employee does not feel comfortable reporting the information to the President, he or she is expected to report the information to the Board of Directors.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, LYDIA SMITH FOUNDATION will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

LYDIA SMITH FOUNDATION will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the President, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights. The LYDIA SMITH FOUNDATION may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, LYDIA SMITH FOUNDATION will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by LYDIA SMITH FOUNDATION or any of its employees of a violation of any applicable law or regulation.

Internship Job Description

Purpose: Intern Job Description

Nonprofit Coordinator Intern

Position: To further the mission of the LYDIA SMITH FOUNDATION with assisting with fundraising events and development activities.

Duties and Responsibilities:

- Recruit groups and individuals for fundraising events
- Assist with the marketing and logistics for fundraising events.
- Provide support for on-going development activities including prospect research, grant writing support, build sponsor program administration, and program marketing.
- Serve as ongoing point of contact for event participants before and after their event day.
- Develop social media marketing, recruitment, and event updates for events including Facebook updates, tweets, and blog posts.
- Provide event participants with necessary documentation in a timely manner, including waivers, directional maps, volunteer FAQs, and other necessary documents.
- Attend and participate in event related activities and meetings.
- Greet and assist children and families in LYDIA SMITH FOUNDATION services, assist in various office duties, such as answering the phone, scheduling clients, processing mail, data entry for expenses, & processing donations.

General Requirements:

- Self-motivated, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment.
- Strong organizational skills, with keen attention to details, and excellent problem solving abilities.
- Excellent oral and written communication skills.
- Moderate experience working with social media platforms (i.e. Facebook, Twitter).
- Have self-discipline and time management skills necessary to work independently.
- Have regular and consistent computer and internet access, including the ability to work online.
- Possess a valid driver's license as well as the ability to travel as needed to perform internship duties.

Work Schedule/Time Commitment:

Flexible schedule with the ability to work evenings and weekends as needed, with exact days and times to be determined in partnership with your school schedule.

Compensation:

This internship is not paid

To apply for this internship: please send a cover letter and resume to LYDIA SMITH FOUNDATION via our website.

POLICY AND PROCEDURES

TOPIC: HARRASSMENT FREE WORKPLACE

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

LYDIA SMITH FOUNDATION is committed to a workplace free of all forms of harassment, including sexual harassment. It is the policy of this to regard any unlawful harassment of employees or applicants for employment, or volunteer as a very serious matter. Unlawful harassment of any kind, including sexual harassment, in the workplace by any person is strictly prohibited.

DEFINITIONS

A. "Unlawful Sexual harassment" includes: unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or abusive environment.

B. Conduct which falls within the definition of unlawful sexual harassment may include, but is not limited to:

1. Unwelcomed physical contact of a sexual nature such as patting, pinching or unnecessary touching.
2. Overt or implied threats against an individual to induce him or her to perform sexual favors or engage in unwelcomed sexual relationships.
3. Verbal harassment or abuse of a sexual nature, including intimating by way of suggestion a desire for sexual relations or the making of jokes or remarks of a sexual nature to or in the presence of an individual who finds them offensive.
4. Use of sexually suggestive terms or gestures to describe an individual's body, clothing or sexual activities.
5. Displaying, printing, or transmitting offensive sexually suggestive pictures or materials in the workplace.

C. This policy is not intended to create needless intrusions on the freedom of speech or expression of employees nor to regulate employee's personal morality. It is intended to prevent any unlawful harassment in the workplace.

D. This policy shall be conspicuously posted for viewing by applicants and employees. Each employee shall read this policy and familiarize themselves with it. Upon their hire, each employee shall sign an acknowledgment of having received, reviewed and understood this policy. The acknowledgment shall become a part of the employee's personnel file.

COMPLAINT PROCEDURE:

A. Any employee or applicant for employment who believes that he/she has been subjected to any form of unlawful harassment in the workplace is expected and has a responsibility to report the matter. Any complaints of unlawful harassment should be made to the President. An employee or applicant need not contact anyone that the employee or applicant believes to be an involved party. All complaints of unlawful harassment should be made within 60 days of the alleged harassment. Thereafter, a formal complaint form must be completed and signed by the complainant. Any managerial employee who becomes aware of an alleged incident of unlawful harassment must report it to the President, or, if the matter involves the President, to the Alternate.

B. If an employee's complaint involves the President the complaint should be made directly to the Chairperson of the board of director. For such complaints, the requirements specified for the President in the remaining paragraphs of this Policy shall not apply. Instead, the Chairperson President shall investigate the complaint and make a report to the Board. If the complaint is unsubstantiated, the complainant and the President shall be so advised. If it appears that there may be a basis for the complaint, the complaint shall be presented to the Board for further investigation and remedial action where appropriate.

C. The President shall immediately record any complaint he/she receives on a complaint form regardless of the manner in which the complaint is received, indicating the date, persons involved, and a brief statement of the complaint. The complainant shall sign the complaint form. The President shall give a copy of the complaint to the alleged offender. All complaints shall be confidential to the extent possible.

D. The President shall conduct an investigation within 10 working days of receiving the complaint. The investigation shall include an interview with the complainant, the alleged offender, and any other persons who have knowledge of the subject of the complaint. The President or Alternate within a reasonable time make written findings and a written determination.

E. If the President or Alternate finds that the complaint is unsubstantiated, the complainant and the alleged offender shall be advised of the right to appeal the decision to the Board of Directors. The appeal must be made within 30 days of receipt of notice to the complainant. The notice to the complainant shall contain the name and address of the Chairperson of the Board of Directors.

F. If the President finds that there is a basis for the complaint, the President shall take the appropriate remedial action, including but not limited to suspension or termination. The President shall advise the complainant and the alleged offender of the decision. The President shall also advise the complainant of the remedial action taken against the alleged offender, as well as the right of the complainant to appeal to the Board if he/she is not satisfied with the decision and/or the remedial action taken. Any appeal shall be filed with the Board Secretary with a copy to the President, within 30 days of notice to the complainant of the President's decision. The notice of appeal shall contain a statement of the grounds relied upon by the complainant.

G. LYDIA SMITH FOUNDATION encourages and expects applicant, volunteers and employees to immediately report any incidents of perceived unlawful harassment and to cooperate with any investigation of a complaint of unlawful harassment. LYDIA SMITH FOUNDATION strictly prohibits any retaliation against any applicant or employee for filing a complaint of perceived unlawful harassment or participating in the investigation of such complaint.

Volunteer Waiver

Effective Date ____/____/____

Volunteer Name AKA (The Volunteer): _____

Address: _____

Phone: _____:

Email: _____

I, the above listed Volunteer, desire to work as a volunteer for LYDIA SMITH FOUNDATION engage in the activities related to being a volunteer for a work project. I hereby voluntarily, execute this Volunteer Waiver under the following terms: I, the Volunteer, release and hold harmless LYDIA SMITH FOUNDATION and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with the Organization. I understand that this Waiver discharges LYDIA SMITH FOUNDATION from any liability or claim that I, the Volunteer, may have against LYDIA SMITH FOUNDATION with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation on LYDIA SMITH FOUNDATION work site. I also fully understand that LYDIA SMITH FOUNDATION does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage. I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of the Organization beyond what may be offered freely by the representative of The LYDIA SMITH FOUNDATION in the event of such injury or medical expense. I hereby release LYDIA SMITH FOUNDATION from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with LYDIA SMITH FOUNDATION. I understand that my time LYDIA SMITH FOUNDATION may include various activities that may be hazardous to me and I hereby expressly and specifically assume the risk of injury or harm in these activities and release LYDIA SMITH FOUNDATION from all liability for injury, illness, death, or property damage resulting from the activities of my time with LYDIA SMITH FOUNDATION. I grant unto LYDIA SMITH FOUNDATION all right, title, and interest in any and all photographic images and video or audio recordings that are made by LYDIA SMITH FOUNDATION during my work with LYDIA SMITH FOUNDATION including, but not limited to, any royalties, proceeds, or other benefits that are derived from such photographs or recordings. I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of SOUTH CAROLINA in the United States of America, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of SOUTH CAROLINA. I agree that in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to enforceable.

Volunteer's Signature or Parent/Guardian of volunteer's Signature

Date _____

POLICY AND PROCEDURES

TOPIC: PRIVACY POLICY
EFFECTIVE DATE: AUGUST 2019
REVIEW DATE: AUGUST 2019

POLICY:

This privacy policy applies to collection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below. Personal Information: "Personal Information" is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us. Here are some examples of ways in which we may collect your information. When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, with a question. We may then collect your name, address and email in order to respond to that inquiry. We may collect your name, email address and other contact information if you register for an event. We may collect your name, email address, telephone number and payment information when you make a contribution, either on our website, over the phone or by mailing in a check. The above list provides a sample of personal information that may be collected by LYDIA SMITH FOUNDATION. From time to time, we may collect personal information from you in ways not described above. Use and Disclosure of Personal Information: We will not sell, trade, or share your personal information, collected on the website or through any other business activities with anyone else. We will not send you mailings on behalf of other organizations. We will only share your personal information if you give us specific permission to do so. We will collect payment information, billing address and other information necessary to process a donation or event registration. We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others. We will use the personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen. You have the right to review information that we have collected about you. To review that information please contact us in writing at: LYDIA SMITH FOUNDATION website.

PROCEDURE: This policy is to be posted on the LYDIA SMITH FOUNDATION website and available to the public.

POLICY AND PROCEDURES

TOPIC: MEDIA REQUESTS

EFFECTIVE DATE: AUGUST 2019

REVIEWED DATE: AUGUST 2019

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POLICY:

The President must approve any release of information in response to media requests.

PROCEDURES:

1. All media requests will be submitted to the President. Once the media request has been approved, the President will coordinate with the media.
2. If a staff member or volunteer is contacted via e-mail, phone or in person by anyone from TV, print, radio or electronic media, they must refer them to the President.
3. Staff and volunteers are prohibited from giving a statement or opinion on the matter the media is inquiring about without authorization from the President.
4. If the media event involves interviews, photos or other contact with clients, the President will ensure compliance with agency confidentiality procedures, including completion of appropriate releases.
5. If an employee, volunteer or intern seeks to publicize a program, event, or achievement, (for example a press release or public service announcement) they must go through the President for prior approval.
6. Training on media relations will occur for appropriate staff as needed by the President
7. Violation of any part of this policy will result in consequences that may include disciplinary action up to and including termination of employment, volunteering or release from the Board of Directors.

POLICY AND PROCEDURES

TOPIC: BOARD OF DIRECTORS MEETINGS

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

SCOPE: Agency

POLICY:

The board of directors shall meet on a minimum of quarterly basis per year of full governing body with a majority in attendance with face- to face participation for those who live in SOUTH CAROLINA, and those who do not reside in SOUTH CAROLINA may participate via video or phone conference. A conference call of the full board can substitute for one of the four meetings of the governing body. For all meetings, alternative modes of participation for those with disabilities.

PROCEDURE:

The board of directors will meet a minimum of four times per fiscal year.

POLICY AND PROCEDURES

TOPIC: SAFETY PLAN

EFFECTIVE DATE: AUGUST 2019

REVIEW DATE: AUGUST 2019

POLICY:

The safety plan is created to keep volunteers, guests, employees and staff safe. The board of directors shall review shall review plan annually.

PROCEDURE:

In the event of an emergency, call 911. All employees, volunteers, and interns will be provided a copy of the plan.

LYDIA SMITH FOUNDATION SAFETY PLAN:

- 1) Safety is everyone's responsibility at all times.
- 2) Being prepared is a key factor in maintaining safety.
- 3) Be aware of your surroundings at all times.
- 4) Become familiar with basic emergency procedures and evacuation protocols.
- 5) In a crisis, follow directions from your supervisor or manager, if available, or call 911 if there is an immediate threat.
- 6) In the absence of any authorities, you may need to take charge yourself, or determine who in the building will take charge.
- 7) Awareness of your safety is important. Exercise common sense.
- 8) Inform the President of your work or volunteer hours and let them know if you change them.
- 9) Park in a well-lit area and if you are concerned, find an escort to your car.
- 10) Store your valuables in a locked place within your office.
- 11) If you are with a client when a dangerous situation occurs outside of your office, to the best of your ability to guide your client through the same actions you yourself are taking (whether hiding, laying on the ground, evacuating, etc
- 12) If you are calling 911 in the event of an emergency in your building with one of our clients confidentiality rules do not apply.
- 13) In any dangerous situation, you want to figure out what the threat is and minimize your exposure to it.
- 14) Familiarize yourself with exits to the building, along with fire, tornado, flood or other potential responses to dangerous situations.
- 15) Discuss safety issues or review aspects of your team's safety plan with the Board of Directors and the President.

Potential Responses to dangerous situations

Evacuation

It is each employee's responsibility to be familiar with the evacuation plans for their building and any other building in which they may be located.

When evacuating:

- 1) Do not try to retrieve any personal items, evacuate immediately.
- 2) Leave the door to your office open as you evacuate.
- 3) If you are with a client, please lead them through the evacuation. Your client is your responsibility unless they are the perpetrator of the dangerous situation. Staff should help any individuals in the waiting room evacuate to the best of their ability.
- 4) Please be aware of individuals with access and functional needs and help them evacuate if you can safely do so.
- 5) Remain as calm as possible.
- 6) Our evacuation site is the parking lots

Safety Procedures for Various Situations

This information serves as a general guide and should be seen as suggestions on how to respond. Each situation will be different and employees should exercise common sense and good judgment in each situation.

Individuals who may be dangerous:

When interacting with an individual who:

- Appears agitated or markedly different from their baseline presentation or
- Is angry and raising their voice in a threatening manner or
- Has an appointment scheduled and has displayed dangerous, threatening, or aggressive behavior in the past or
- Is displaying any behavior that presents a red flag as potentially dangerous.

Please follow the following guidelines, as appropriate. Note that these are guidelines and employees should use common sense and consult with LYDIA SMITH FOUNDATION lead staff about specific situations as needed:

- Notify LYDIA SMITH FOUNDATION President of any concern.
- Be sure you are closer to the door than the client is.
- Alert additional co-workers of your location with the client.
- Do not meet with the client in an isolated part of the building, or during times in the day where the building is not heavily staffed.

A person with a weapon:

- When confronted by a person with a weapon:
- Call or ask someone to call 911 to request the assistance of trained law enforcement personnel.
- It is helpful to police if you can include a good physical description of the person.

Here are some things to keep in mind if you are trapped with the person and the police have not yet arrived:

- 1) Ask to take a few steps back so that you are in a safer space.
- 2) It is extremely dangerous to try to disarm the individual and this should only be done as a last resort.
- 3) Negotiate – have a conversation with the person; get them to agree to some small things.

Active shooter:

If you witness an armed individual on property at any time call 911 as soon as you are able to safely do so. Always remember that there may be more than one shooter.

When you call 911, attempt to tell them:

- Location of the shooter
- Number of shooters
- Physical description
- Number and type of weapon
- Number of potential victims

If the shooter is outside the building:

- Close and lock all windows and doors.
- If possible, have all staff volunteers and clients get on the floor and out of the line of fire

If the shooter is inside the building follow these steps:

- 1) Evacuate
 - a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - i. Have an escape route and a plan in mind.
 - ii. Evacuate regardless of whether others agree to follow.
 - iii. Leave your belongings behind.
 - iv. Prevent individuals from entering an area where the active shooter may be.
 - v. Do not attempt to move wounded people.
 - vi. Call 911 when you are safe.
- 2) Shelter in Place
 - a. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
 - i. Your hiding place should:

1. Be out of the active shooter's view.
2. Provide protection if shots are fired in your direction (an office with a closed and locked door).
3. Not trap you or restrict your movement.
- ii. To prevent an active shooter from entering your hiding place:
 1. Lock the door.
 2. Block it with heavy furniture.
 3. Silence your cell phone and any other noise.
- b. Dial 911 if you can safely do so
 - i. If you cannot speak, leave the line open and allow dispatch to listen.

If the shooter enters your office:

- Call 911 if possible.
- If you are able to flee or hide, do so. If you cannot do either of those, attempt to negotiate with the individual while also following their instructions.
- Attempting to disarm the individual should be a strategy of last resort.
- Wait for the "all clear" instructions.
- Once the situation has ended, do not alter the scene in any way since Police will need to investigate.

Once Law Enforcement arrives:

- 1) Follow their instructions.
- 2) Put down any items in your hands (jackets, bags, etc)
- 3) Raise your hands, keep them visible at all times, and spread your fingers.
- 4) Avoid making quick movements or holding on to officers for safety.
- 5) Stay calm, avoid screaming.
- 6) The first officers on the scene will not stop to help injured individuals; the rescue personnel will follow the initial officers.
- 7) Do not leave the safe location or assembly area until law enforcement authorities have instructed you to do so. They will need to speak with all witnesses.

In the event of a fire:

- 1) Follow evacuation guidelines for your building. Please be aware of individuals with any access and functional needs and assist them. Evacuate immediately whether or not you see smoke or evidence of fire.
- 2) Call 911 and tell them the address, your phone number, the location within the building, and any other details that are important.
- 3) Do not attempt to fight the fire unless it is contained in a very small space.
- 4) If the fire is small, use the fire extinguisher (*located at front and back entrances*). Basic Fire Extinguisher use:
 - a. Pull the pin
 - b. Aim at the base of the fire
 - c. Squeeze the trigger handle
 - d. Sweep from side to side
- 5) Keep calm.
- 6) Do not open hot doors; instead move in the opposite direction.
- 7) Move low to the ground. Smoke rises so crawling is the best way to exit. Cover your nose and mouth with wet clothing if possible.

Bomb Threat:

- 1) If someone calls in a bomb threat or informs you of one in-person, try to collect the following information
 - a. Where is it?
 - b. When will it go off?

- c. What does it look like?
 - d. Who are you?
 - e. Why is the bomb here?
 - f. Take note of any details about the voice and person that you can provide police
- 2) Signal another person to call 911 if you are not able to.
 - 3) Do not touch any suspicious objects.

Hostage situation:

- 1) Anyone who is able to call the police should do so
 - a. Keep the armed person talking so he/she is aware that you are more than an object. If he/she tells you to stop talking, follow their directions.
 - b. If you can safely leave, do so.

Gas Leak/Explosion:

- 1) Call 911 with as many details as possible.
- 2) Do not start your car, light a match, use an electrical appliance or do anything else that could spark a fire.
- 3) Follow Evacuation procedures.

Tornado or severe weather conditions:

- 1) If you hear the tornado siren:
 - a. Move yourself and any clients in your away from the perimeter of the building and any glass.
 - b. Move to an area without windows in your building. Do NOT go outside.
 - c. Sit down and put your head down to protect your head.
 - d. If you are trapped in an area with glass, attempt to hide under a desk or other sturdy object.
 - e. The program director or assigned person will check offices to make sure everyone has moved to the designated shelter if they are safely able to do so.
 - f. In the event of the tornado DO close your door as you leave your office.

Telephone Threats:

If any threat is received during a telephone conversation, staff will do the following:

- 1) Write down the information.
- 2) Write down any details about the caller, the caller's voice, etc.
- 3) Inform the program director who will determine necessary actions.
- 4) Signal another person to call the police as needed.

Basic tips and techniques to verbally intervene with an individual who is agitated or escalated

Do:

- 1) Remain calm
- 2) Isolate the situation
- 3) Enforce limits
- 4) Listen
- 5) Be aware of non-verbal signs
- 6) Be consistent

Don't

- 1) Overreact
- 2) Get in a power struggle
- 3) Make false promises
- 4) Fake attention
- 5) Be threatening
- 6) Use jargon (it tends to confuse and frustrate)

First aid

LYDIA SMITH FOUNDATION has a First Aid Kit onsite. All staff, board members, volunteers, and interns are encouraged to become certified in CPR and First Aid. Always call 911 in the event of an emergency.

References: Arapahoe Douglas plan "Active Shooter: How to Respond" U.S. Department of Homeland Security October 2008