



# **We Cancerve Movement, Inc.**

## Volunteer Handbook

Updated May 10, 2021

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## **Section 1. Introduction**

### 1.1 Purpose of this Handbook

The purpose of this Handbook is to familiarize you – our volunteers - with the policies, rules and other key aspects of We Cancerve Movement, Inc. (the "Company"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this Handbook is compulsory for all volunteers. The Company reserves the right to interpret this Handbook's content as it sees fit, and to deviate from policy when it deems necessary.

### 1.2 Changes of Policy

We Cancerve Movement, Inc. reserves the right to change this Handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice via our website of any changes we make to the volunteer handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Business Manager, T'Jae Ellis.

### 1.3 Volunteer Forms

All volunteers who serve on the Board of Advisors and Board of Directors are required to complete and submit a Non-Disclosure Agreement. This Handbook expressly prohibits the unauthorized disclosure of confidential Company information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the Internet, for the benefit of our volunteers, sponsors and partners, the communities we serve and the company.

## **Section 2. Terms & Definitions**

We Cancerve Movement, Inc. typically recruits less than 20 volunteers to serve on our boards. Please refer to the Bylaws for terms of appointment and stipulations regarding board termination.

### 2.1 Terms of Volunteerism

We Cancerve volunteers provide tremendous assistance and support. Without their contributions, We Cancerve would not realize the impact it's known for nearly a decade. Persons as young as age 4 (with a responsible adult) who support our mission of bringing happiness to homeless, sick and foster children, who acknowledge they will, in no way, be compensated for their volunteerism and who are legally able to in contact with or near children are welcome to support our events.

### 2.2 Types of Volunteer

This section distinguishes between the different types of volunteers with the Company.

Volunteers who serve on the Board of Advisors:

We Cancerve is led by a dynamic group of young people - ages 8 through 18 - who are appointed to serve one-year terms on the board of advisors. These youth

exhibit strong character traits and various leadership qualities, and provide fresh ideas and unique perspectives to helping us achieve our mission. As advisors, these youth provide non-binding strategic advice to the [board of directors](#) of the We Canceve Movement, Inc.

Volunteers who serve on the Board of Directors:

The Board of Directors of We Canceve is the governing body responsible for overseeing the organization's activities. Directors meet quarterly to discuss and vote on the affairs of the organization.

Ad Hoc Volunteers:

Ad-Hoc Volunteers commit to projects, initiatives or events on a case-by-case basis. Their episodic involvement allows them to select We Canceve activities more aligned with their interests, abilities and schedules.

### **Section 3. Payroll**

The We Canceve Movement, Inc., does employ any staff or provide compensation, including reimbursement, to any volunteer.

### **Section 4. Rights & Policies**

The following section summarizes your legal rights as volunteers of We Canceve Movement, Inc.

#### **4.1 Equal Opportunity Employment Policy**

The Company provides equal employment opportunities to all eligible volunteers, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. As volunteer, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of our events.

#### **4.2 Minors as Volunteers**

Minors ages 4 and older are welcome to volunteer at age and event-appropriate events providing they are in the constant care of a parent or responsible adult.

#### **4.3 Relatives as Volunteers**

Relatives of members of our board of advisors, board of directors and ad hoc volunteers are welcome and hold no special influence on the decisions the Company makes with regard to executing its mission.

#### **4.4 Religion & Politics**

We Cancerve Movement, Inc. is respectful of all volunteers' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Company in any way.

#### 4.5 Private Information

Volunteer information is considered to be private and only accessed on a need-to-know basis. Certain information, such as dates of volunteerism and projects supported, are available by request only.

### **Section 5. Volunteer Benefits**

Volunteering with We Cancerve presents the following benefits: Connects you to others; is good for the mind and body; can build special skills and knowledge; brings fun and an enriching experience.

### **Section 6. Rules of Conduct**

#### 6.1 During We Cancerve Meetings & Events

Reporting for Volunteering is expected to begin and end at the time you commit, and are approved, to We Cancerve. To maintain good will with organizations we service, you must inform your We Cancerve liaison if you're not able to keep your shift at least one day in advance. Habitually missed commitments will result in not allowing you to continue to volunteer at our programs.

#### 6.2 Meals & Breaks

We Cancerve does not provide meals, drinks or other sustenance to volunteers.

#### 6.3 Dress Code Policy

We Cancerve's Board of Advisors and Board of Directors must wear official We Cancerve Movement, Inc. polo shirt when representing the nonprofit and/or during official business unless otherwise specified.

#### 6.4 Company Electronics and Email Policy

We Cancerve Movement, Inc. volunteers may be asked to use various forms of electronic communications in their support of the Company including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones. All communications transmitted by the above-mentioned electronic means about We Cancerve must abide by our public release rules, which include but are not limited to: refrain from making representations such as photos or copies of official We Cancerve files; refrain from taking pictures of other volunteers, particularly children, without the expressed permission of their parents; refrain from misusing electronic communications and engaging in any form of criminal behavior, or behavior that is detrimental to the Company's interests including but not limited to: defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions.

#### 6.5 Social Media Policy

We Cancerve Movement, Inc. recognizes the importance and relevance of social media and its benefits in allowing us to receive feedback from customers as well as encourage loyalty and maximize revenue. Thus, we encourage volunteers to use their personal social networking channel to accomplish these goals provided the following guidelines are respected: When referring to our Company in any way, We Cancerve Movement, Inc. volunteers should make every effort to always conduct themselves in a professional manner and must respect the views and opinions of others. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the Company's interests or reputation are strongly discouraged and will not be accepted.

## 6.6 Cell Phone Use

Cell phones brought to our events must be on silent or vibrate mode to avoid disrupting other volunteers. All phones must be shut off during meetings.

## **Section 7: Rules & Policies**

### 7.1 Confidentiality

No previous or current volunteer may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

### 7.2 Discrimination & Harassment

In keeping with our Equal Opportunity Employment clause, the Company will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among volunteers, sponsors, supporters, partners and recipients will result in immediate expulsion from our event and permanent banning from future We Cancerve events.

### 7.3 Drugs & Alcohol

Good performance on the part of our volunteers is crucial to We Cancerve Movement, Inc.'s success. For this reason, we strictly forbid volunteers to do the following while supporting us:

- Drinking alcohol and selling, purchasing or using illegal drugs at our events. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal but illegally obtained prescription drugs.
- Reporting for the volunteer activity intoxicated.

## **Section 8. Disciplinary Action**

### 8.1. Unacceptable Behavior

The Company takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- Unauthorized use or disclosure of Company information
- Possession and/or use of illegal drugs, weapons or explosives
- Illegal harassment and/or discrimination - of any kind
- Violations of Company policy

Disciplinary action may consist of anything from verbal/written warnings and counseling, to volunteer termination.

## **8.2 Whistleblower Policy**

We Canceve Movement, Inc. requires its directors, officers and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Our Whistleblower Policy encourages and enables volunteers to report any action or suspected action taken within the Company that is illegal, fraudulent or in violation of any adopted policy of the Corporation, to a source within the Company before turning to outside parties for resolution. This policy applies to any matter which is related to the Company business and does not relate to private acts of an individual not connected to the business of the Company. This policy is intended to supplement but not replace the Company's statements on unlawful harassment and discrimination and any applicable state and federal laws governing whistleblowing applicable to nonprofit and charitable organizations. No volunteer, who in good faith, reports a real or suspected violation or cooperates in the investigation of a violation shall suffer harassment, retaliation or adverse volunteer consequences. To learn more about to file a complaint against a nonprofit organization in Maryland, contact the Maryland Secretary of State at:

Secretary of State  
Attn: Investigator, State House  
Annapolis, MD 21401

or email [DLInvestigations\\_SOS@maryland.gov](mailto:DLInvestigations_SOS@maryland.gov)

# Agreement & Acknowledgement

of Receipt of Volunteer Handbook:

I, [Print Name] \_\_\_\_\_ acknowledge that I have received a copy of the We Cancerve Movement, Inc. Volunteer Handbook, which contains vital information on the Company's policies, procedures and benefits. I understand that this Handbook's policies are intended only as guidelines, not as a guarantee of volunteerism or any other commitment with We Cancerve.

This agreement supersedes all prior/contemporaneous inconsistent agreements. I understand that the Company may change its policies, procedures and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate. I have read (or will read) and agree to abide by all policies and procedures contained therein.

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Today's Date