Volunteer Manual

Our vision
A world where everyone has a decent place to live.
General Information

Website
habitatportlandmetro.org

E-newsletter
The e-newsletter is sent out the first week of every month. The newsletter includes a current list of volunteer needs, construction updates, current events and blog posts.
Sign up to receive Habitat for Humanity Portland/Metro East E-Newsletter!

Hours of Operation
Habitat Office: Monday – Friday, 8:30 a.m. – 4:30 p.m.
Construction Sites: Wednesday – Saturday (8:30 a.m. - 3:30 p.m., year-round)

Address and Location
Habitat for Humanity Portland/Metro East
P.O. Box 11527
1478 NE Killingsworth St
Portland, OR 97211

Staff
Front Desk 503-287-9529 x 10 Jessica Levay (Monday – Friday)
Director of Volunteer Programs and Corporate Engagement 503-287-9529 x 12 Tor Ostrom (Tuesday - Friday)
Manager of Volunteer Programs 503-287-9529 x 14 Marianne McClure (Monday - Friday)
Vice President of Construction 503-287-9529 x 29 Josh Philippi (Monday – Friday)

Observed Holidays
New Year’s Day Memorial Day Thanksgiving Christmas Eve
Martin Luther King, Jr. Day Fourth of July Day after Christmas Day
President’s Day Labor Day Thanksgiving

Inclement Weather Hotline: 503-517-8935
To be updated by 7:30am the day of the event
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Welcome

People in our community and all over the world partner with Habitat for Humanity to build or improve a place they can call home. With the help of volunteers, financial donors, and community partners, Habitat homeowners achieve the strength, stability and independence they need to build a better life. As a volunteer, you are an essential contributor to Habitat for Humanity Portland/Metro East’s efforts to provide low-income families new hope in the form of decent, affordable housing.

It is our hope that you will join us in this spirit of partnership and that your efforts with Habitat for Humanity will prove enjoyable and fulfilling. Habitat for Humanity is a volunteer-driven organization and we rely on volunteers like you to help families in need realize the dream of owning a decent, affordable home. From working on our construction sites to putting on special events, running our committees to tracking data in the office, volunteers greatly impact every facet of our organization.

This manual will provide general policies and practices of Habitat for Humanity Portland/Metro East. It is written for our volunteers and the staff who work with those volunteers. The manual does not include information for volunteers at the ReStore. You are encouraged to familiarize yourself with the contents of this manual, as it will answer many questions concerning our organization and outline how volunteers can contribute. In order to retain necessary flexibility in the administration of policies and procedures, Habitat for Humanity Portland/Metro East reserves the right to amend any of the policies and/or benefits described in this manual.
About Us

Habitat for Humanity International

Habitat for Humanity International (HFHI) is a global nonprofit, ecumenical Christian housing organization working in nearly 1,400 communities across the United States and in approximately 70 countries around the world. Founded in 1976 by Millard and Linda Fuller, HFHI has built more than one million homes worldwide, helping more than 9.8 million people meet their affordable housing needs. HFHI’s vision is of a world where everyone has a decent place to live, which is worked toward by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home.

Habitat for Humanity Portland/Metro East

Habitat for Humanity Portland/Metro East is an independent affiliate of Habitat for Humanity International. Founded in 1981, our affiliate serves Multnomah County and northern Clackamas County and has built over 360 homes in partnership with local families. Habitat for Humanity Portland/Metro East revitalizes neighborhoods, builds affordable and sustainable homes, and empowers families through successful homeownership.

We work with qualified, low-income families to help them realize the dream of owning their own home, providing homeownership opportunities to families making as little as $30,000 a year. After completing 300 sweaty equity hours building their home and the homes of their neighbors, families sign their affordable mortgages and make monthly payments that are based on no more than 30% of their monthly income. Additionally, Habitat offers home repair services to low-income homeowners using a similar affordable payment and sweat equity model.

We believe that equity is a long-term solution to the problem of generational poverty. Instead of being in a vulnerable and fragile economic position, Habitat families find themselves in a position of strength. By providing a hand up, not a handout, our program prepares and empowers those we serve.
Our Vision
A world where everyone has a decent place to live.

Our Work
To create successful homeownership by partnering hardworking families in need with the community to build healthy, affordable homes.

Our Values

Diversity and Inclusiveness – We believe that all people deserve a simple, decent place to live, and have something to contribute in building homes and helping our communities. We welcome people from all walks of life to partner with our program.

Homeownership – We believe in the power of homeownership to affirm dignity, encourage hope, and transform lives. A healthy, stable home improves the quality of life, both for the family and the community.

Families as Partners – We believe that dignity is promoted not simply by living in an adequate house, but by fully contributing to the process of building and buying that home and helping others acquire adequate shelter.

Volunteerism - We believe in the volunteer spirit and are committed to offering rewarding volunteer experiences.

Stewardship – We are committed to excellence, to efficient use of our financial, environmental, and human resources, and we are accountable to our funders, volunteers, and family partners.

Collaboration - We strive to create strong, productive partnerships with organizations and area housing providers toward our common goal of eliminating substandard housing.
AmeriCorps and Habitat: A Long Partnership

Founded in 1994, AmeriCorps is a network of national service programs that engage more than 80,000 Americans annually to serve at sites such as nonprofits, schools, public agencies and with community and faith-based groups. AmeriCorps programs move communities forward while providing pathways to opportunity for young people entering the workforce, where they can learn valuable work skills, earn money for education and develop an appreciation for citizenship. AmeriCorps is an opportunity to make a big difference in your life and in the lives of those around you. Habitat for Humanity International was one of the first nonprofits to partner with AmeriCorps. Since then, more than 7,000 Habitat AmeriCorps members have served in a variety of roles, engaging communities, building homes, raising resources and developing new programs. Our AmeriCorps members are an integral part of our Habitat affiliate and we are very proud of all they accomplish!

AmeriCorps is made up of three main programs: AmeriCorps Network (AmeriCorps State and National), AmeriCorps VISTA and AmeriCorps NCCC (National Civilian Community Corps).

AmeriCorps Network: AmeriCorps Network of programs (AmeriCorps State and National) support a broad range of local service programs that engage thousands of Americans in intensive service. Grants are provided to a network of local and national organizations and agencies committed to using national service to address critical community needs in education, public safety, health, and the environment.

AmeriCorps VISTA: AmeriCorps VISTA members make a year-long, full-time commitment to community organizations and public agencies to create and expand programs that build the organizational, administrative, and financial capacity of organizations to ultimately bring low-income individuals and communities out of poverty.

AmeriCorps NCCC: The AmeriCorps National Civilian Community Corps (NCCC) is a 10-month, full-time residential program for young adults ages 18-24, which strengthens communities while developing leaders through direct, team-based national and community service.

For more information about how you can get involved with AmeriCorps, please visit http://www.nationalservice.gov/programs/americorps.
Volunteer Opportunities

Habitat is extremely grateful for the thousands of volunteers that lend their time and energy to our home-building efforts each year—on construction sites, in our office, on committees, at events, or helping in any number of other ways. Descriptions of Habitat’s volunteer opportunities are listed below. We encourage you to take a moment to read through them to determine how your needs would best fit with the opportunities we offer.

Construction Opportunities

Volunteer on the construction site to build houses! No previous construction experience necessary. Volunteers must be at least 16 years old to work on the construction site. Volunteers younger than 18 must have their parent sign a youth waiver form and bring it to site the day of the build. Please contact the volunteer engagement specialist for the youth waiver.

Individual Volunteering

**Sign up** through the website ([http://habitatportlandmetro.org/get-involved/volunteer](http://habitatportlandmetro.org/get-involved/volunteer)). Once you create an account you will be able to register for available dates. If the day says "full" or "reserved" we have met our volunteer needs and are no longer registering additional volunteers.

**Show up!** Arrive at 8:30am prepared to volunteer a full day and bring your lunch and snacks.

**Cancel** if you will not be able to attend. That will allow another volunteer to fill your place and our construction staff will be able to plan for the correct number of volunteers. If you are experiencing difficulty canceling your build day, please contact our Manager of Volunteer Programs.

Corporate Group Volunteering: Team Builders

Take a day to get out of the office and into the community! Team Builders is designed especially for corporate groups to come together for a day of team building and house building with Habitat for Humanity Portland/Metro East. The combination of volunteer hours and a financial donation doubles your group’s impact toward our mission of providing affordable homeownership opportunities in the Portland metro area. By the end of a Team Builders day, your group will be connected with each other and with the community in a truly unique way. The satisfaction that comes from working with your hands will leave your group motivated and exhilarated.

To schedule a team build, contact Tor Ostrom at 503-287-9529 x12 to set up the build date. For more information about Team Builders please visit [http://habitatportlandmetro.org/get-involved/volunteer/businesses/](http://habitatportlandmetro.org/get-involved/volunteer/businesses/)
Women Build
Women Build works in partnership with Habitat to plan and build a home entirely with crews of female volunteers. The Women Build program engages women of every race, age and skill level to plan and build all aspects of a healthy and affordable home with an eligible family. Through participating in the project, women have the opportunity to gain skills and confidence by working with an all-women team of crew leaders, volunteers and tradeswomen in a supportive and empowering building environment. Check out the Women Build FAQ (habitatportlandmetro.org/volunteer/women-build/wb-construction-faq/) for more info!

Join the Women Build Committee! Contact Marianne McClure at marianne@habitatportlandmetro.org

Faith and Interfaith Group Volunteering
Habitat is a partnership founded on common ground bridging theological differences by putting love into action. Habitat founder Millard Fuller called this concept “The Theology of the Hammer,” explaining that even though we may disagree on all sorts of things we can all agree on the idea of building homes to eliminate poverty housing and helping those in need. Habitat for Humanity welcomes all people of all faiths to join hands with one another and help build simple, affordable homes for families in need. Help bring hope by transforming lives.

To make arrangements for your group to participate contact Tor Ostrom at tor@habitatportlandmetro.org.

Community Service
Habitat welcomes community service volunteers from civic groups, schools, community assistance programs and those fulfilling court-ordered community service hours. For court-ordered community service, the client must complete a community service application. If 16 or more court-ordered community service hours are to be completed, the community service client must complete a criminal background check. Once approved, it is the community service volunteer’s responsibility to maintain an accurate time sheet and to ensure that time sheets are signed at the beginning and end of each service day by a Habitat staff member. Hours worked but not recorded or approved with signatures during the day of service cannot be counted. Please note that for an 8:30 a.m. - 3:30 p.m. build day, eight hours of service will be awarded. In all other respects, court-ordered community service volunteers will be treated and held accountable to the same standards as all other volunteers.

To request an application for court-ordered community service, please contact Marianne McClure at marianne@habitatportlandmetro.org.
**Student and Youth Volunteering**

Habitat seeks to capture the imagination, energy and hope of young people in order to productively and responsibly involve them as the next community leaders. However, since safety is one of our greatest priorities, volunteers must be at least 16 years old to work on our construction sites. All youth volunteers 16 and 17 years old must fill out a youth waiver signed by a legal guardian and bring it to the worksite.

**Younger than 16?**

We welcome everyone in our community to join us in our mission, regardless of age, and invite youth under 16 years of age to contribute in other ways. In the past, we have invited youth under 16 to prepare lunch or snacks for volunteers, host fundraisers or collection drives and many other fun things.

If you are interested in learning more about Habitat’s younger youth engagement, please contact the volunteer engagement specialist.
Opportunities beyond Construction

Building dreams takes lots of behind-the-scenes work from dedicated volunteers. We have a variety of ways that community members can engage with Habitat, no tool belt needed.

Office
Volunteers are needed in the Habitat office to help with clerical projects, answering phones and data entry, thank-you calls, mailings, and helping with special events. We have different opportunities available in our departments throughout the year. Office volunteers commit to a schedule and normally volunteer once-a-week.

Site Host
Site hosts play a crucial role at the construction site by being the smiling face of Habitat. Site hosts welcome volunteers, ensure volunteers are being properly checked-in, and organize and clean the volunteer stations. Site hosts are needed at all sites Thursday–Saturday, 8:00 a.m. – 10:30 a.m.

For more information on the above opportunities, contact Marianne McClure at marianne@habitatportlandmetro.org.

ReStore
Volunteering opportunities also exist at the Habitat for Humanity ReStore, including cleaning, stocking, helping customers, driving the donation truck, receiving donations and much more.

For information please visit pdxrestore.org or call (503) 517-0720.

Committees

Faith Relations
Become a liaison with your faith group to fundraise and recruit volunteers
  Contact Tor Ostrom at tor@habitatportlandmetro.org

Women Build
Fundraise and build a home with female volunteers
  Contact Marianne McClure at marianne@habitatportlandmetro.org

Family Selection
Help families through the application process and review applications for new homeowners
  Contact Michelle Rosa Bouza at mrosa@habitatportlandmetro.org

If you are interested in joining any of these committees, please contact the committee staff liaison.
General Volunteering Guidelines

This manual is not an employment or volunteer contract and is not intended to create contractual obligation of any kind. Neither you nor Habitat are bound to continue the volunteer relationship if either party chooses to end the relationship at any time.

Volunteer Accident Medical Insurance Policy
This policy, written through ACE American Insurance Company, provides limited coverage to volunteers who are injured while participating in HFH supervised and sponsored activities, taking place on or off the premises of the affiliate. Coverage is written as excess to the volunteer’s own health insurance coverage. If the volunteer is uninsured, coverage will be primary.

Volunteer Disability Insurance Policy
This policy, written through ACE American Insurance Company, provides a lost wage benefit to volunteers that are injured while participating in an HFH supervised and sponsored event and are unable to return to the regular employment as a result of the injury. Coverage would begin after the volunteer has missed one week of regular employment and could last for up to one year. This coverage will pay regardless of other coverage the volunteer may have in place for disability.

Personal Data Changes
It is important for you to notify Habitat of any changes in personal data. Personal mailing addresses, telephone numbers, email addresses, emergency contacts and other such status reports should be kept accurate at all times. If you are a construction volunteer, please edit your VolunteerHub account to reflect the changes. If you volunteer in the office or do not have a VolunteerHub account, please call the manager of volunteer programs to make updates as necessary.

Attendance and Punctuality
In order to ensure a smooth operation, we ask that volunteers extend Habitat common courtesy in informing us of absences, late arrivals and early departures. In return, Habitat will let volunteers know as soon as possible of any changes in scheduling or cancellations.
Drug & Alcohol Use
Volunteers of Habitat 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 Habitat.

Smoking
In keeping with Habitat’s intent to provide a safe and healthy work environment, smoking is prohibited in the Habitat office, on construction site premises and in Habitat vehicles. In recognition of federal law, any volunteer under the age of 18 is prohibited from smoking at any time.

Media
Members of the media are occasionally on the construction sites and at Habitat special events. Please keep the following things in mind if you work with members of the media:

- You do not have to answer any questions you are uncomfortable answering
- Do not be afraid to say that you simply “don’t know”- provide accurate information only
- Please refrain from commenting to the media on behalf of the Habitat organization - simply keep remarks limited to your personal experiences or opinions

Inclement Weather Policy
As a general rule, if Portland Public Schools are closed then Habitat for Humanity Portland/Metro East’s build sites are closed. If inclement weather occurs on a Saturday or during a school holiday, the policy printed below will go into effect.

In the event of inclement or hazardous conditions which, in the judgment of the affiliate, require the closing of construction sites, Habitat for Humanity will email scheduled volunteers no later than 7:30 a.m. A notice will also be posted on our website and on our inclement weather line. In all cases, please use your personal discretion to determine if it is safe for you to leave your home and travel to site.

If unsure if site is closed, please call our inclement weather hotline: 503-517-8935
Construction Volunteer Guidelines

Thousands of volunteers come together each year to help Habitat build homes—nail by nail, board by board! Volunteers work on nearly every facet of home construction, helping with dozens of tasks ranging from painting and tiling to framing and insulating. Volunteers do not need to have any prior experience in construction. Our work would not be possible without the support of volunteers!

Schedule
Habitat Build Days take place year-round on Wednesday—Saturday, 8:30 a.m. - 3:30 p.m. Volunteers are encouraged to commit to the entire build day; they may not arrive late or leave early. Please listen to all directions from the construction staff so that the day goes as smoothly as possible. At the end of the day, be sure to put away all the tools and materials that you used in the proper place.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. - 8:30 a.m.</td>
<td>Site host and site lead arrive</td>
</tr>
<tr>
<td>8:30 a.m. - 8:45 a.m.</td>
<td>Volunteers check-in, get their personal protection equipment, and sign up for a task</td>
</tr>
<tr>
<td>8:45 a.m. - 9:00 a.m.</td>
<td>Habitat 101 and safety talk</td>
</tr>
<tr>
<td>9:00 a.m. - 12:00 p.m.</td>
<td>Work on assigned task</td>
</tr>
<tr>
<td>12:00 p.m. - 12:45 p.m.</td>
<td>Lunch; Volunteers are welcome to go off site, but please return by 12:45p.m</td>
</tr>
<tr>
<td>12:45 p.m. - 3:00 p.m.</td>
<td>Work on assigned task</td>
</tr>
<tr>
<td>3:00 p.m. -3:30 p.m.</td>
<td>Clean-up and volunteer end-of-day debrief</td>
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</tbody>
</table>

Dress Code
It is important to dress appropriately for the work being performed each day and for the weather. In general, comfortable, breathable clothing that you do not mind getting dirty is the most appropriate. It is mandatory that volunteers wear closed-toe shoes (work boots are preferable). Volunteers may want to bring along rain gear or extra layers of clothing depending on the weather. All shirts must have sleeves; t-shirts are fine.

What to bring

- Water bottle
- Sunscreen
- Lunch and snacks (unless provided by your volunteer group)
- Personal tools, if you have them! For example: hammer, tape measure, carpenter’s pencil, work gloves, safety glasses. Personal power tools are not allowed onsite
**Food & Drinks**
Volunteers are responsible for providing their own lunches and snacks. A lunch break is taken each build day from roughly 12:00pm—12:45pm. Sometimes there are restaurants/stores close to the site where volunteers may wish to pick up some food or drinks. Water and coffee are provided.

**Age Requirements**
For safety reasons, construction volunteers must be at least sixteen years old. *Sixteen and seventeen year-olds must bring a youth waiver signed by a legal guardian with them each time they volunteer.* For every group of four sixteen and seventeen year-old volunteers we ask that there is at least one adult chaperone responsible for them onsite volunteering. Additionally, sixteen and seventeen year-olds are not allowed to operate any power tools, work or climb on a ladder above six feet, or participate in any other hazardous activity. There is no maximum age limit for volunteering with Habitat.

**Directions & Parking**
Directions to our construction sites are provided to those registered to volunteer, sent via email. Sites are generally accessible by public transportation; buses stop within several blocks of most of our sites. As our sites are in urban areas typically, parking is somewhat limited and volunteers may need to drive a few blocks from the site to find open on-street parking. Carpooling and public transit is strongly recommended whenever possible.

**Restrooms**
Construction sites are equipped with portable toilets.

**Meeting the Partner Families**
Habitat partner families are required to invest 300 hours of what we call “sweat equity” on the construction site of their home and the homes of others. Volunteers may have the opportunity to meet and work alongside the families, though we cannot guarantee any specific day.
Onsite Safety Information

Safety is a priority for Habitat. Together with our volunteers, we share the responsibility for establishing and maintaining a safe work environment. Habitat will work to ensure a safe work environment and to comply with federal, state and local safety regulations. In turn, volunteers are expected to obey safety rules (wearing safety glasses and hard-hats for example) and to exercise caution in all volunteer activities. If a volunteer does not comply with Habitat safety procedures (i.e. refusing to wear safety glasses, etc.), they will not be allowed to perform the activity or be asked to leave the site. Volunteers are also asked to report any unsafe conditions to a Habitat staff member right away. Any accident, which results in injury - regardless of how insignificant - must also be reported immediately. Habitat does have several first aid kits located in various areas at the construction sites. Please see the construction staff for exact locations. Finally, each and every volunteer is required to read and sign the Habitat for Humanity’s Volunteer Waiver of Liability Form.

Onsite Safety Rules

1. Be aware of your environment, and those working around you. If unsure, ask.
2. Report any condition that looks unsafe.
3. Wear a hard hat and safety glasses at all times unless otherwise directed by site staff.
4. Wear ear plugs in high noise areas.
5. Make sure blade guards are in place when operating power saws.
6. Use a respirator when working in a dusty atmosphere.
7. Wear work gloves when handling wood or metal products.
8. Avoid stepping on electrical power cords, especially in wet locations.
9. Do not use broken or malfunctioning tools.
10. Do not use aluminum ladders around electrical power lines. Use ladders as instructed. If unsure, ask.
11. If you injure yourself, report to your supervisor immediately.

    In an emergency, do not hesitate to call 911 and tell your site supervisor immediately!
Policies and Forms

Code of Conduct
It is Habitat for Humanity’s aim to encourage people to work together to achieve Habitat’s mission by creating an environment that supports the diversity of people and their ideas. Habitat is committed to supporting high standards of business ethics in every aspect of its operation. We recognize that people work best when they know what is expected of them and, in turn, expect volunteers to follow rules of conduct that will protect the interests and safety of all Habitat employees and volunteers.

Though it is not possible to list all of the forms of conduct that are unacceptable when volunteering with Habitat, the following list provides some examples that may result in disciplinary action up to and including suspension or immediate termination of volunteer activity. Depending on the specifics of the situation and the severity of the offense, any of the levels of discipline may be bypassed and the volunteer placement may be terminated without prior warnings or suspensions. Examples include:

- Theft or inappropriate removal or possession of Habitat property
- Falsification of documents
- Volunteering under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcoholic or illegal drugs in the work place while volunteering or while operating Habitat-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Habitat or another person’s property
- Disrespectful conduct
- Failure to follow a supervisor’s reasonable instructions
- Violation of safety or health rules
- Smoking in Habitat buildings
- Sexual or other harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Inappropriate conduct/behavior which brings discredit upon Habitat for Humanity’s mission and/or goals
The following procedures are generally used with respect to conduct and discipline. It is Habitat’s policy that any conduct that, in its view, interferes with or adversely affects work is sufficient grounds for disciplinary action. Such action can range from warnings to immediate discharge. Depending on the conduct, disciplinary steps may be enforced by the following methods:

- Verbal warnings
- Written warnings
- Suspension
- Termination

Factors that may be considered in determining the appropriate disciplinary action include: the seriousness of conduct, the volunteer’s record, the volunteer’s ability to correct his/her conduct, action taken with respect to similar conduct by other volunteers and any other surrounding circumstances.

**Unlawful Harassment & Discrimination**
Habitat 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. Habitat prohibits any actions, harassment, 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. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones or conduct, either verbal or physical.

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 and/or inform the site supervisor. It is Habitat’s belief that everyone has a right to freedom from harassment in the workplace, on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender, age, record of offences, marital status, family status, handicap or sexual orientation.

**Conflict Resolution**
While Habitat desires every volunteer to receive fair and impartial treatment, it does recognize that conflicts, misunderstandings and issues arise from time to time. Issues or concerns may arise among volunteers or between volunteers and Habitat staff. Although most misunderstandings can and should be solved on an informal basis, more formal provisions have been made in order to resolve difficult problems. The procedure for raising a problem or concern is as follows:

1. The volunteer should directly inform the person who is the source or cause of the problem/concern that a problem/concern exists. Those involved should attempt to resolve the issue informally and independently.
Key volunteer generally refers to any individual who (a) volunteer twice per month for three consecutive months or (b) volunteer six times over the course of any 6 month period or (c) are requesting to serve more than 16 community service hours with Habitat for Humanity Portland/Metro East.

Criminal Background and Sex Offender Registry Check Policy

Purpose
Habitat for Humanity Portland/Metro East values the safety of children, our employees, volunteers and the families we serve. We want to take prudent measures to protect our human and material resources.

Policy
Habitat for Humanity Portland/Metro East requires that criminal background checks and sex offender registry checks be conducted for all board members, employees and key volunteers¹, and in particular, those who may have unsupervised contact with a child, the elderly or persons with disabilities. Habitat for Humanity Portland/Metro East reserves the right to recheck criminal backgrounds and sex offender registries at any time during the homebuilding process, course of employment and/or service.

Any person who does not consent to a criminal background check and sex offender registry check will not be permitted to work and/or volunteer with Habitat for Humanity Portland/Metro East.

Disqualification Criteria
A previous conviction may disqualify an applicant from employment, or board members and volunteers from service with Habitat for Humanity Portland/Metro East. In determining eligibility, Habitat for Humanity Portland/Metro East, in its sole discretion, may consider several factors, including, without limitation, the:

- nature, duties and responsibilities of the position;
- nature of the conviction and whether children were involved;
- time elapsed since the offense;
- extent to which the offense may affect the person’s fitness or ability to perform the duties or responsibilities of the position;
- age of the candidate when the illegal activity occurred;
- number of convictions (if more than one);

¹ Key volunteer generally refers to any individual who (a) volunteer twice per month for three consecutive months or (b) volunteer six times over the course of any 6 month period or (c) are requesting to serve more than 16 community service hours with Habitat for Humanity Portland/Metro East.
• any information produced by the person, or produced on the person’s behalf demonstrating rehabilitation and good conduct, or that otherwise refutes the conviction (such as a subsequent reversal or pardon);
• whether hiring, transferring, promoting or partnering with the applicant and/or candidate would pose a risk to the organization;
• whether the state’s public policy encourages employment of persons who have been convicted of crimes;
• the nature of the build, i.e., proximity of houses, mixed use communities, etc.; and/or
• any other factor the affiliate deems relevant to the decision.

A record of arrest alone will not disqualify an applicant from employment, or board members and volunteers from service with Habitat for Humanity Portland/Metro East. However, the conduct underlying any such arrest may be considered, to the extent such conduct is ascertainable or admitted, consistent with the criteria outlined in this policy.

**Examples of Disqualification Warranted**

If a person withholds information or falsifies information pertaining to previous convictions, the person may be disqualified from further consideration.

The following list provides some examples in which Habitat for Humanity Portland/Metro East may, within its sole discretion and depending on the individual circumstances of each offense and offender as assessed under the factors listed in Section 2.1 above, determine an individual to be ineligible for employment and/or service:

• embezzlement or fraud conviction of a Fundraising Director applicant;
• statutory rape conviction of a Volunteer Coordinator applicant
• stalking conviction against a supervisory candidate or candidate with access to personal information such as an Executive Director or Human Resources personnel;
• murder and/or assault conviction against a candidate with access to dangerous instruments, i.e., Construction Manager; and/or
• burglary conviction of a partner family member in a condominium or apartment style community.

This list is not exhaustive, is for illustrative purposes only, and is intended only to serve as examples of the kinds of criminal conduct that can affect an applicant’s fitness for a particular position. Habitat for Humanity Portland/Metro East reserves the right to weigh disqualification criteria on a case-by-case basis and to make selection decisions in its sole discretion consistent with this policy. Disqualification may extend to any position with Habitat for Humanity Portland/Metro East and associated entities, including, but not limited to Habitat for Humanity International, Inc., Area Offices, Branches, National
Organizations, Affiliates, Disaster Response Centers, Regional Support Centers and State Support Centers.

**Employment Offer Contingent on Criminal Background Check**
In the employment context, Habitat for Humanity Portland/Metro East may extend an offer of employment to an applicant that is contingent on the completion of the criminal background check and sex offender registry check. However, the applicant may not start work before the criminal background check, sex offender registry check and the final employment and/or service eligibility decision has been made by Habitat for Humanity Portland/Metro East personnel and/or Board of Directors.

**Procedure**
Habitat for Humanity Portland/Metro East will make good faith efforts to comply with the following procedures when conducting criminal background checks and sex offender registry checks:

- Conduct a criminal history background check that will verify the candidates Social Security Number, obtain criminal history information from various sources including but not limited to national criminal database searches, statewide criminal data base searches and county criminal record searches.
- Other sources of obtaining criminal records data may be added as they become available.
- National Sex Offender registry searches will be conducted on all candidates and Motor Vehicle Records may be searched on candidates that may drive organizational vehicles as a part of their employment.
- All criminal background checks will be conducted in full compliance of all Federal, State and local regulations in force at the time the background check is initiated.
- All candidates must give permission to the organization, prior to the background check being conducted, by signing the required Disclosure and Authorization document.
- Additionally, all minor candidates must also return a signed Parental Authorization form prior to authorizing their background check,
- ensure all recruitment information, applications, announcements, and descriptions state the position or partner family relationship requires a criminal background check;
- seek prior approval in accordance with applicable laws, and in particular, where third party vendors are retained to conduct criminal background checks;
- initiate criminal background checks prior to the hire, transfer, promotion, or reassignment of individuals, including reclassification;
- notify the individual under consideration that an offer for any personnel action (employment, transfer, promotion, reclassification, or change in duties) or homeowner status is conditioned on successful completion of the criminal background check, and that falsification of information
• submitted may be cause for corrective action, up to and including dismissal and/or elimination from the homeownership program;

• review criminal background check and sex offender registry checks that reveal convictions and determine within a reasonable time whether such convictions may disqualify individuals from positions and/or family partnership;

• limit access to the results of any criminal background checks to the CEO, appropriate hiring manager, office manager and Director or Manager of Volunteer Programs for volunteers.

• For any applicant who it is determined may be disqualified from positions and/or family partnership, provide an opportunity for the applicant to, within 7 days, produce information demonstrating rehabilitation and good conduct, or otherwise providing an explanation for or refutation of the convictions.

**Denial of Application, Termination or Reassignment**

Based on any or all of the criteria outlined in this policy, Habitat for Humanity Portland/Metro East may, in its sole discretion, decide that an employee will be terminated, a volunteer will be dismissed or an applicant will not be hired. In the employment or volunteer context, Habitat for Humanity Portland/Metro East may, in its sole discretion, also choose to reassign a former convict to a job involving less exposure to risk. In deciding whether to reassign such an employee or volunteer, Habitat for Humanity Portland/Metro East may, in its sole discretion, consider the following factors in addition to those identified in Section 2.1 of this policy:

• the type and location of the job – whether it would give the offender access to potential victims;
• the types of co-workers and subordinates in the workplace;
• whether the job would involve travel;
• work hours;
• degree of supervision; and/or
• amount of access to technology, i.e., the Internet.
**Practical Tips**

- The Equal Employment Opportunity Commission and the majority of states prohibit and/or restrict discriminating against an individual in the employment context based on arrest and/or criminal conviction history due to the potential disparate impact on minorities. Avoid blanket policies that bar individuals with arrest records or former convictions from the workplace and consult with local counsel on any state or local laws that might apply to the policy.

- Comply with the Federal Fair Credit Reporting Act requirements if a third-party vendor is used to conduct the background checks. Review the HFHI Legal Advisory dated October 2011 for more information: [http://my.habitat.org/kc/download-detail/g32e58/HFHI-Legal-Advisory--Denial-for-Credit-Reasons-under-Fair-Credit-Reporting-Act-Oct-2011](http://my.habitat.org/kc/download-detail/g32e58/HFHI-Legal-Advisory--Denial-for-Credit-Reasons-under-Fair-Credit-Reporting-Act-Oct-2011).

- Limit the people who view the criminal background check results to a “need-to-know” basis.

- Provide an opportunity for the applicant to supply information that refutes the charge, i.e., disposition from the court.

- Limit the number of business days in which an individual may provide evidence of the inaccuracy of a criminal background check report

- Criminal background checks are only one part of the partner family and/or on-boarding process. Affiliates may also perform reference checks, verify prior employment, obtain copies of licenses or certificates required for the specific position, and conduct credit checks

If you would like more information regarding ways you can calculate the possibility of disqualification due to criminal background, please email Marianne McClure at [marianne@habitatportlandmetro.org](mailto:marianne@habitatportlandmetro.org). Laws vary from state to state. Please check with your local attorney for compliance on with state laws.
Habitat for Humanity Release and Waiver of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the “Release”) executed on this _____ day of __________, 20____, by __________________ (the “Volunteer”) in favor of Habitat for Humanity Portland/Metro East, an Oregon nonprofit corporation, its present and future directors, officers, employees, volunteers, and agents (collectively, “Habitat”).

The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer (the “Activities”). The Volunteer understands that the Activities may include visiting construction sites, constructing and rehabilitating residential buildings, working in the Habitat offices, or Habitat ReStore and living in housing provided for volunteers of Habitat.

The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

ASSUMPTION OF THE RISK: The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to: construction, loading and unloading of tools and building materials, and transportation to and from the work sites. Volunteer understands that Habitat makes available a variety of Activities and Volunteer is not required to perform any Activity he/she deems too dangerous or is otherwise unwilling or unable to perform. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities.

RELEASE OF LIABILITY: The Volunteer agrees to release and forever discharge Habitat from any and all liability for personal injury, damage or death, to any person including Volunteer, and for any and all loss, injury or damage, however caused, whether or not such injury or damage is caused by, or can be attributed to the acts, failure to act, or negligence of Habitat or any other volunteer.

MEDICAL TREATMENT. Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer’s Activities with Habitat.

PHOTOGRAPHIC RELEASE. Volunteer understands that Habitat and others occasionally take photographs and make video or audio recordings for promotional purposes. Volunteer does hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer’s Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

OTHER. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Oregon, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Oregon. Volunteer agrees that in the event that any clause or provision of this Release 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 be enforceable.

Volunteer has carefully reviewed each of the sections above, and fully understand the agreements contained therein. Volunteer has had the opportunity to consider the agreements and ask questions. Volunteer freely enters into this agreement and engages in the Activities upon these terms.

Volunteer understands that by signing this agreement, Volunteer is releasing Habitat from any and all liability and legal responsibility for injury, damage or death connected in any way with Volunteer’s participation in the Activities, and Volunteer agrees not to initiate any legal action against Habitat for personal injury, damage or death. Volunteer understands that this release is also binding on Volunteer’s personal representatives, heirs, executors, administrators, successors and assigns.

Volunteer: ________________________
Printed name
Volunteer: ________________________
Signature Date
Address: ____________________________

Phone (H): _________________________
Witness: ____________________________
Signature Date
Phone (W): _________________________

1478 NE Killingsworth Street  |  (503) 287-9529  | habitatportlandmetro.org  |  @habitatpdxmetro
Release and Waiver of Liability for Minors

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the “Release”) executed on this ___ day of __________, 20___, by ____________________________, a minor child (the “Volunteer”) and __________________________________ and ____________________________________________, the parents having legal custody and/or the legal guardians of the volunteer (the “Guardians”), in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity Portland/ Metro East, an Oregon nonprofit corporation, their directors, officers, employees, and agents (collectively, “Habitat”). [Note that any additional parent or guardian should sign the Release.]

The Volunteer and Guardians desire that the Volunteer work as a volunteer for Habitat and engage in the activities related to being a volunteer (the “Activities”). The Volunteer and the Guardians understand that the Activities include visiting construction sites, constructing and rehabilitating residential buildings, working in the Habitat offices, or Habitat ReStore and living in housing provided for volunteers of Habitat. It is the policy of Habitat that children under the age of 14 not be allowed on a Habitat worksite while there is construction in progress. It is further the policy of Habitat that, while children between the ages of 14 and 18 may be allowed to participate in construction work, ultra hazardous activity such as using power tools, excavation, demolition or working on rooftops is not permitted by anyone under the age of 18.

The Volunteer and Guardians do hereby freely, voluntarily, and without duress execute this Release under the following terms:

ASSUMPTION OF THE RISK. The Volunteer and Guardians understand that the Activities include work that may be hazardous to the Volunteer, including, but not limited to: construction, loading and unloading of tools and building materials, and transportation to and from the work sites. The Volunteer and Guardians understand that Habitat makes available a variety of Activities and Volunteer is not required to perform any Activity that he/she or Guardians deem too dangerous or are otherwise unwilling or unable to perform. The Volunteer and Guardians hereby expressly and specifically assume the risk of injury or harm in the Activities.

RELEASE AND WAIVER. Volunteer and Guardians do hereby release and forever discharge and hold harmless Habitat 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 Volunteer’s Activities with Habitat.

MEDICAL TREATMENT. Volunteer and Guardians do hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer’s Activities with Habitat or with the decision by any representative or agent of Habitat to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

PHOTOGRAPHIC RELEASE. Volunteer and Guardians understand that Habitat and others occasionally take photographs and make video or audio recordings for promotional purposes. Volunteer and Guardians hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer’s Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
OTHER. Volunteer and Guardians expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Oregon, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Oregon. Volunteer and Guardians agree that in the event that any clause or provision of this Release 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 be enforceable.

Volunteer and Guardians have carefully reviewed each of the sections above, and fully understand the agreements contained therein. Volunteer and Guardians have had the opportunity to consider the agreements and ask questions. Volunteer and Guardians freely enter into this agreement and Volunteer and Guardians Volunteer engages in the Activities upon these terms.

Volunteer and Guardians understand that by signing this agreement, Volunteer and Guardians are releasing Habitat from any and all liability and legal responsibility for injury, damage or death connected in any way with Volunteer’s participation in the Activities, and Volunteer and Guardians agree not to initiate any legal action against Habitat for personal injury, damage or death. Volunteer and Guardians understand that this release is also binding on Volunteer’s personal representatives, heirs, executors, administrators, successors and assigns and any guardian that may be appointed for Volunteer in the future.

IN WITNESS WHEREOF, Volunteer and Guardians have executed this Release as of the day and year first above written.

Witness: ________________________ Volunteer: __________________________

Witness: ________________________ Parent/Guardian: _________________________

Witness: ________________________ Parent/Guardian: _________________________

Address: __________________________

Phone (H): __________________________ (W): __________________________

IN CASE OF EMERGENCY:

Please Contact:

Phone Number (Home): __________________________ (Work): __________________________

Relationship: __________________________

Second Person to Contact:

Phone Number (Home): __________________________ (Work): __________________________

Relationship: __________________________

Youth Information:

Name: __________________________ Age: __________________________

Church, Service Group, or Company you are volunteering with: __________________________
FREQUENTLY ASKED QUESTIONS

How does Habitat for Humanity operate?
Habitat homes are built with a volunteer labor force, utilizing building materials and services that are donated by local business as well as individual and corporate donations. Working in partnership with individuals, businesses, neighborhood groups and organizations, Habitat for Humanity Portland/Metro East has built over 360 decent, affordable homes since 1981.

What area does Habitat Portland/Metro East serve?
We build and repair homes within Multnomah and northern Clackamas Counties.

What makes Habitat for Humanity unique?
Habitat for Humanity does not build homes for people, but with them as equal partners. Homeowners must invest 300 hours of sweat equity into the building of their home. Each partner family purchases their home with an affordable mortgage set at no more than 30% of the total house hold income.

Does the Portland/Metro East area really need an organization like Habitat?
Yes. The decrease in affordable housing locally is staggering. The median sale price for a Portland home in 2017 was approximately $409,000. Typical rent for a two-bedroom apartment can reach over $1,800 a month, with rent prices rising in Portland at double the national rate. Over 1,000 families contact Habitat for Humanity Portland/ Metro East each year to find out more about purchasing an affordable home.

What income level qualifies one for a Habitat for Humanity home?
Habitat for Humanity Portland/Metro East serves low-income families earning as little as $30,000 annually. Habitat is the only program in town that consistently offers homeownership opportunities to families in this income bracket.

How are families selected for homeownership?
Families are selected based on the following criteria:

- First-time homebuyer
- Citizen or legal permanent resident of the U.S.
- Currently living in substandard or subsidized housing and earning 35-60% of Portland MFI
- Ability to repay a mortgage (satisfactory credit and stable income)
- Willingness to partner with Habitat

How much does a Habitat for Humanity home cost?
Habitat is committed to keeping housing payments affordable. Habitat homeowner’s housing payments will be set at no more than 30% of their household gross monthly incomes at the time of sale. This monthly amount will include the mortgage payment, homeowners’ insurance, possibly HOA dues, and property taxes.
Does Habitat for Humanity exist in other cities?
Yes. Habitat for Humanity Portland/Metro East is one of over 2,300 active affiliates in 100 countries, including all 50 states of the United States, the District of Columbia, Guam and Puerto Rico. In fact, Habitat for Humanity is the 11th largest homebuilder in the United States.