

Volunteer Onboarding Checklist

All items below MUST be completed before beginning your volunteer service.

Check off each item as you finish it.

****Packets that are incomplete or missing documents will not be processed. ****

Required Forms and Documents

- ☐ Volunteer Application – Fill out and submit your volunteer application form.
- ☐ Code of Conduct – Review and sign to acknowledge your understanding of organization expectations.
- ☐ Waiver of Liability – Complete and sign to confirm your participation agreement.
- ☐ Authorization to Release Information – Provide permission for necessary background verifications.
- ☐ Photo ID – Provide a copy of a valid government-issued photo identification.
- ☐ Mandated Reporter Certificate – Complete the required training and attach your completion certificate.
- ☐ Confidentiality Statement – Review and sign to ensure privacy and protection of participant information.
- ☐ Drug Screening Consent Form – Sign the consent form for pre-volunteering screening if applicable.

Next Steps

Once you've completed all the above items:

- Submit your documents to your Volunteer Coordinator.
- Wait for confirmation of your background check and screening results.



VOLUNTEER APPLICATION

FAMILY Y OF GREATER AUGUSTA

I am volunteering for: ☐ branch volunteer (volunteer for a specific branch of the Family Y)
☐ program volunteer (a seasonal commitment of time and talent to a program area like youth sports)
☐ community service volunteer (an individual ordered by the justice system to complete service hours)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day _____ Evening (_____

E-mail address: _____

Emergency contact: _____ Phone: _____

Birthday: ____ / ____ / ____ (If under age 16, must volunteer with a parent or guardian. Parent or guardian must fill out a volunteer application.)

At which Y location are you interested in serving? (Circle more than one)

AIKEN COUNTY FAMILY YMCA Trolley Line Road, Graniteville, SC	BURKE COUNTY FAMILY YMCA Olympic Drive, Waynesboro, GA	NORTH AUGUSTA FAMILY YMCA Martintown Road, North Augusta, SC	THOMSON FAMILY YMCA W Hill Street, Thomson, GA
AUGUSTA SOUTH FAMILY YMCA Tobacco Road, Augusta, GA	FAMILY YMCA CAMP LAKESIDE Lincolnton, GA	NORTH JEFFERSON FAMILY YMCA GA Hwy 17, Wrens, GA	WILSON FAMILY YMCA Wheeler Road, Augusta GA
BARNWELL COUNTY FAMILY YMCA Joey Zorn Blvd, Barnwell, SC	YMCA CHILD DEVELOPMENT ACADEMY Walton Way, Augusta, GA	STEINER BRANCH FAMILY YMCA Partnership Drive, Grovetown, GA	FAMILY YMCA TEAM HEADQUARTERS Claussen Road, Augusta, GA

Are you a Family Y member? (membership not required to volunteer) _____ Yes _____ No

If 18 or older, have you completed the Authorization to Release form? _____ Yes _____ No

Have you signed the Super Waiver and Code of Conduct? _____ Yes _____ No

If 18 or older, have you included a copy of your driver's license or photo ID? _____ Yes _____ No

The Family Y does not grant insurance or carry medical insurance for participants; therefore, all participants in our programs are at their own risk. The YMCA attempts to conduct all programs in the safest possible manner; however, accidents sometimes occur. We urge all participants to investigate their own medical insurance to assure that they have adequate coverage. I/we agree that the YMCA shall not be responsible for any personal injuries or property losses sustained by me/us while on any YMCA premises, or as a result of any YMCA-sponsored event. I/we further agree to indemnify and hold harmless the YMCA from any claims or demands arising out of any such claims or losses.

Name: _____ Date: _____

FOR OFFICE USE ONLY

Received: ____ / ____ / ____ Processed: ____ / ____ / ____ Contacted: ____ / ____ / ____ Approved: ____ / ____ / ____

The Family Y is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Stop 9410, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD).



CHILD ABUSE PREVENTION CODE OF CONDUCT

1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
5. Staff shall not abuse children including:
 - physical abuse – strike, spank, shake, slap;
 - verbal abuse – humiliate, degrade, threaten;
 - sexual abuse – inappropriate touch or verbal exchange;
 - mental abuse – shaming, withholding love, cruelty;
 - neglect – withholding food, water, basic care, etc.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.



CHILD ABUSE PREVENTION CODE OF CONDUCT

10. Staff will refrain from intimate displays of affection towards others.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
23. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
24. Staff and volunteers will adhere to organizational policies regarding electronic communication and social media with consumers.
25. The YMCA will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all consumers, employees, and volunteers.



CHILD ABUSE PREVENTION CODE OF CONDUCT

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. *Physical bullying*: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. *Verbal bullying*: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. *Nonverbal or relational bullying*: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. *Cyberbullying*: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).
Cyberbullying can involve:
 - i. Sending mean, vulgar, or threatening messages or images;
 - ii. Posting sensitive, private information about another person;
 - iii. Pretending to be someone else in order to make that person look bad;
 - iv. Intentionally excluding someone from an online group.
- e. *Hazing*: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- f. *Sexualized bullying*: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

I understand that any violation of this Code of Conduct may result in termination.

Employee Name (Print)

Employee Signature

Date



Mandated Reporter Training

The Mandated Reporter Child Abuse Training is required as a pre-employment/volunteer requirement for all staff.

A certificate of completion must be submitted with every new hire/volunteer packet.

Website: www.prosolutionstraining.com

State: Georgia

Scroll down to: Health, Safety, and Nutrition and click on:

Mandated Reporters: Critical Links in Protecting Children in Georgia

1. **Add to cart (\$0.00)**
2. **Click on shopping cart at top of page**
3. **Purchase now**
4. **Create your Pro Solutions Training Account**
5. **Begin training Course and print out certificate**

Once you have created training account, or logged in, you will be directed to the page that will allow you to access and complete the online child abuse training course.

Please print out Mandated Reporter Certificate received at end of course and email to spedraza@thefamilyy.org

DISCLOSURE REGARDING CONSUMER REPORT BACKGROUND CHECK

The Family Y of Greater Augusta ("The Company") may obtain information about you from a third-party consumer reporting agency for Employment. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net**.

Signature: _____

Date: _____

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate stand-alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by **The Family Y of Greater Augusta** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net**.

I do _____ do not _____ authorize you to contact, through IntelliCorp Records, Inc., my current employer for Employment and Reference Verifications. *(Checking "I do" will authorize inquiries to the Human Resources Department and to any listed supervisors.)*

I also consent to have any legally required notices sent electronically.

Printed Name

Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under
the age of 18)

PERSONAL DATA

Last Name

First Name

Middle Name

Current Address

Dates Lived Here

Date of Birth

Other Names Used (including maiden name)

Years Used

Soc. Sec. #

Driver's License #

DL State

Email address (may be used for official correspondence)

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - o a person has taken adverse action against you because of information in your credit report.
 - o you are the victim of identity theft and place a fraud alert in your file.
 - o your file contains inaccurate information as a result of fraud.
 - o you are on public assistance.
 - o you are unemployed but expect to apply for employment within 60 days.

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

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

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

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

Initial

TYPE OF BUSINESS:	CONTACT:
I .a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357



THE FAMILY YMCA OF GREATER AUGUSTA MEMBER/CHILDREN RELEASE and WAIVER of LIABILITY AND INDEMNITY AGREEMENT

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the FAMILY YMCA OF GREATER AUGUSTA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the FAMILY Y OF GREATER AUGUSTA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the FAMILY Y OF GREATER AUGUSTA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

The Family YMCA of Greater Augusta conducts regular sex offender screenings on all members, participants, and guests. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE FAMILY Y OF GREATER AUGUSTA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO, OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE FAMILY Y OF GREATER AUGUSTA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE THE FAMILY Y OF GREATER AUGUSTA and all branches thereof, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the FAMILY Y OF GREATER AUGUSTA .
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the FAMILY Y OF GREATER AUGUSTA premises or in any way observing or using any facilities or equipment of the FAMILY Y OF GREATER AUGUSTA or participating in any program affiliated with the FAMILY Y OF GREATER AUGUSTA whether caused by the negligence of the releasees or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the FAMILY Y OF GREATER AUGUSTA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the FAMILY Y OF GREATER AUGUSTA .
4. THE UNDERSIGNED AGREES by participating in the YMCA Nationwide Membership Program, I agree to release the National Council of Young Men's Christian Associations of the United States of America, and its independent and autonomous member associations in the United States and Puerto Rico, from claims of negligence for bodily injury or death in connection with the use of YMCA facilities, and from any liability for other claims, including loss of property, to the fullest extent of the law.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Georgia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE.

Signature of Applicant/Parent: _____ Date: _____



DRUG FREE WORKPLACE

All new employees MUST COMPLETE this process before they begin work.

Drug and/or alcohol testing is done in the following circumstances:

- Post-offer, pre-employment Saliva Drug Test (The Family YMCA will test all applicants except those individuals applying for employment who terminated their employment with the YMCA more than six months prior to re-application);
- When there is a reasonable suspicion to believe an employee is under the influence of drugs or alcohol, which adversely affects or could adversely affect the employee's job performance, they will be referred to Doctor's Hospital Center for Occupational Medicine to be drug tested;
- When an employee is involved in a work-related accident or injury, they will be tested by the treating medical facility; and
- As a follow-up to treatment for drug or alcohol abuse if the employee voluntarily participates.

A positive test result or a refusal to submit to a drug or alcohol test or an attempt to alter or tamper with the results of a drug or alcohol test may be grounds for termination.

Non-negative Saliva Drug Tests will be referred to Doctors Hospital Centers for Occupational Medicine for a drug screen to verify the non-negative test. Contact Human Resources for a referral.

Doctors Hospital Centers for Occupational Medicine Locations
2215 Tobacco Road, Suite F

Employee Name (Print)

Employee Signature

The above named employee was drug tested and had negative results.

Director

Date



MEMORANDUM FOR ALL FAMILY Y EMPLOYEES AND VOLUNTEERS

SUBJECT: Confidentiality

1. Information about the Family Y of Greater Augusta patrons, children, colleagues and incidents is confidential/sensitive information. At no time will I repeat and incident or information outside of the program/center where I work.
2. I understand that it is improper to discuss any matter in front of children or patrons. If I disagree with a policy or another employee's actions, I will discuss that matter in private with that employee, then my Supervisor and/or Human Resources.
3. I understand that any concerns, issues or problems that I have about my place of employment should not be addressed in areas easily accessible by the public. Any concerns, issues and/or problems that I may have, should be discussed with my immediate Supervisor, a member of the Leadership Team or a member of Human Resources Department. Attempts to resolve these issues will be addressed at the lowest level before being elevated.

I have read and fully understand my responsibilities pertaining to this memorandum on confidentiality. I will implement the guidelines immediately. If it is found that I have disclosed any company proprietary information or any private information pertaining to, but not limited to, children, members, or patrons, disciplinary action up to and including termination will ensue.

Print Name

Signature

Date