**FAMILY PROMISE OF MIDLAND, TEXAS**

**PERSONNEL POLICY MANUAL**

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**PERSONNEL POLICIES MANUAL**

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**Family Promise of Midland, Texas**

 **PERSONNEL POLICIES MANUAL**

**(Adopted \_06\_\_/\_05\_\_/2012)**

**MISSION STATEMENT**

The mission of Family Promise of Midland, Texas is to end homelessness, one family at a time.

**INTRODUCTION**

This Manual is designed to provide a summary of the personnel policies, procedures, and benefits adopted by Family Promise of Midland, Texas (“FPM”). It is not a substitute for direct, open communication between Employee and his/her supervisor. When questions arise that are not answered in this Manual, Employee should consult his/her supervisor or, if more appropriate, the FPM Board President.

This Manual contains general statements of policy and does not cover every situation that may be encountered in employment with FPM. This Manual does not constitute an express or implied employment contract. The policies herein may be changed or amended by the FPM Board at any time for any reason. FPM is an employment at will employer which means that employees or FPM may end the employment relationship at any time for any reason. This Manual does not alter the employment at will relationship in any way, and such relationship may not be modified by any oral statements or by any materials provided to employees in connection with their employment. These policies apply to all employees unless otherwise provided.

This Manual is the property of FPM and must be returned to FPM upon termination of employment.

**EQUAL EMPLOYMENT OPPORTUNITY**

FPM is an equal opportunity employer and does not discriminate in hiring or terms and conditions of employment on the basis of race, color, creed, religion, sex, national origin or citizenship, age, marital status, disability status, pregnancy, Vietnam era veteran status, or any other basis upon which discrimination is prohibited by federal or Texas law.

The maintenance of a work environment free from unlawful discrimination and harassment is vital to the continued success of FPM. As such, FPM will not tolerate any behavior that constitutes sexual harassment or that may otherwise result in a hostile or intimidating work environment.

In accordance with the federal immigration statutes, FPM hires only individuals who are authorized to work in the United States. Accordingly, each individual who is offered employment will be required to submit documentary proof of his/her identity and employment authorization.

**SEXUAL AND OTHER UNLAWFUL HARASSMENT**

FPM is committed to providing an environment that is free of discrimination and unlawful harassment. Therefore, conduct by any employee which constitutes sexual harassment or any other unlawful harassment based upon another employee’s, a guest’s, or any other individual’s gender, race, ethnicity, age, religion, disability, or any other legally protected characteristic, is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature, when:

1. submission to such conduct is explicitly or implicitly made a term or condition of employment, or of placement in the FPM program; or

2. an individual’s submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee, or a decision affecting the individual’s placement or status in the FPM program; or

3. such conduct has the purpose or effect of substantially interfering with an employee’s work performance; or

4. such conduct, in intent or effect, creates an intimidating, hostile, or offensive work environment or stay in the FPM program.

Examples of conduct constituting sexual harassment and which are prohibited by this policy include, but are not limited to:

1. persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature;

2. repeated insults, humor, comments, jokes, anecdotes, and/or actions that belittle or demean an individual’s or a group’s sexuality or gender;

3. repeated, unwelcome comments of a sexual nature about an individual’s body or clothing;

4. unwarranted displays of sexually suggestive objects or pictures;

5. unnecessary touching such as patting, pinching, hugging, or repeated brushing against an individual’s body;

6. suggestions that submission or or rejection of sexual advances will affect decisions regarding such matters as an individual’s employment, work assignments or status, salary, letters of recommendation, or placement or status as a guest in the FPM program; and

7. sexual assault.

Any employee who has information concerning an incident of sexual or other unlawful harassment must promptly report the matter to his/her supervisor. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact his/her supervisor, the employee should immediately contact the FPM Board President. Employees who raise concerns and/or make reports can do so without fear of reprisal. Any employee engaging in threats or other forms of intimidation or retaliation against a complaining employee or other person involved in implementing this policy will be subject to disciplinary action, up to and including termination of employment. Because of the nature of sexual harassment, complaints cannot always be substantiated; nonetheless, lack of corroborating evidence should not discourage complainants from reporting conduct constituting sexual harassment. However, complaints found to have been intentionally dishonest, or made maliciously without regard for truth, may subject such complaining employee to disciplinary action, up to and including termination of employment.

**PERSONNEL**

Employees report to the Network Director, who is responsible for determining work schedules and job descriptions.

Employment of those individuals who are related to current FPM Board members or to other employees are not eligible for employment with FPM.

Every employee, including the Network Director, will have on file in FPM’s office a criminal background check. All van drivers must be at least 21 years of age and will be subject to the requirements of FPM’s automobile liability insurance policy.

All employees must comply with FPM’s Child Protection Policy, which is attached to this Manual as Exhibit A.

No employee shall hold another employment position which is determined by the Network Director to be incompatible with or in conflict with the interests and mission of FPM. To carry out this policy, employees are required to inform the Network Director of all other employment positions they hold or anticipate holding. Failure to comply may result in termination.

**CONFIDENTIALITY AND NON-DISCLOSURE**

The protection of confidential information about FPM and its guests is vital to the interest and success of FPM, which is committed to a strict standard of confidentiality to protect the organization, its Board, the volunteers, and its guests. Therefore, it is FPM’s policy that any direct or indirect use or dissemination of confidential information relating to the organization or its guests to outside third parties, other employees, or guests, except as provided by law or organization policies and procedures, is absolutely forbidden both during employment and after employment has terminated.

This policy applies to any and all confidential information regarding staff members, guests, FPM Board members, and the business and affairs of the organization. By accepting employment with FPM, you understand that you shall not use for yourself, nor disclose to others, during the term of your employment or any time thereafter, any confidential information belonging to the organization or relating to its guests.

Such confidential information includes, but is not limited to, Board of Directors’ personal information (address, telephone number, contribution amounts, etc.), guest personal information (case records, case histories, background information, etc.), other employees’ personal information (address, telephone number, etc.), congregation contributions/donations, volunteers’ personal information (address, telephone number, etc.), and donor information (name, amount, etc.).

Any employee who discloses such confidential information will be subject to disciplinary action, up to and including dismissal of employment. Further, after termination of employment, former employees have a legal duty not to disclose confidential information about FPM or its guests obtained through employment with FPM.

**WAGE AND HOUR**

FPM operates in accordance with applicable state and federal requirements concerning minimum wages and overtime pay.

Each employee is notified at the time of hire as to the classification of his/her position as exempt from overtime pay requirements or non-exempt. Questions concerning classification of employees should be directed to the Network Director. The position of Network Director is determined to be exempt from overtime pay requirements due to the independent discretion and judgment exercised by this employee.

**TIME SHEETS AND PAY PERIODS**

FPM employees are paid bimonthly, except that the Network Director is paid monthly. Should the payday fall on a weekend day or a holiday, the paycheck will be issued on the day preceding the weekend or holiday.

Employees shall complete time sheets for each pay period to record hours worked and time off taken. Time sheets must be signed by the employee and the Network Director by the Monday preceding payday.

**TRAVEL EXPENSE REIMBURSEMENTS**

FPM, with prior approval by the Network Director or the Board President, will pay all normal and reasonable expenses for employees whose FPM responsibilities require out-of-town travel, other than that necessary in day-to-day job requirements. Expenses may be paid by travel advance or by reimbursement following the trip.

**Travel Advances**

A travel advance is available upon request, with approval by the Network Director or the FPM Board. The request must be made 10 working days prior to the date required. An employee who receives a travel advance must present a properly completed Expense Report, including all applicable receipts, within 5 working days of his/her return.

**Reimbursement**

To be reimbursed for travel expenses, the employee must present an approved and properly completed Expense Report to the Network Director or Board President, including receipts for all applicable expenses. The following are recognized as proper charges and must be accompanied by receipts: travel expenses requiring a ticket, accommodations, and meals. The maximum rate for meals (per diem) is $\_\_\_\_\_\_\_\_. Gratuities will be reimbursed up to 15% of the value of the meal. Car mileage and parking meter fees do not need receipts. No alcoholic beverages will be reimbursed.

**PROFESSIONAL BEHAVIOR**

It is the policy at FPM to help guests to move from homelessness to permanent self-sufficiency. In order to meet their goals it is necessary for the staff to separate personal and professional relationships. To this end:

1. Employees may not also be guests.
2. Employees will maintain a non-judgmental attitude in all interactions with guests and other staff.
3. An employee will maintain an ethical work environment to include the highest standards of respect and dignity, including protection of confidential information as set forth above.
4. Employees will not socialize with guests outside of work.
5. The use of profanity will not be tolerated.
6. Employees must comply with all office/van rules and regulations, including but not limited to attendance at all scheduled meetings and maintaining a smoke-free workplace.

**Dress Code**

Guidelines for employees’ and volunteers’ clothing while working at the Day Center are set at the discretion of the Network Director.

**Alcohol and Substance Abuse**

FPM is committed to providing a chemical-free working environment that promotes the health and well being of its employees and guests. Employees are expected to be mentally and physically able to perform their jobs satisfactorily and behave appropriately while conducting FPM business.

Any employee’s possession, transfer, sale, or use of illegal drugs, or knowing involvement in such activity, will result in termination of employment, whether or not such activity has taken place during work hours, or has affected the employee’s work performance.

Consuming alcoholic beverages during work hours, including breaks, is prohibited and will result in termination of employment.

**Safety**

FPM is committed to maintaining a safe environment for its employees and guests. All work-related injuries must be reported immediately to the employee’s supervisor no later than the end of the day on which the injury occurs.

**BENEFITS:**

**Holidays**

**Paid Holidays (11 days)**: New Year’s Day; MLK Jr. Day; Good Friday; Memorial Day; July 4th + one day on either end; Labor Day; Thanksgiving and the following day; Christmas and one day on either end. If a paid holiday lands on a nonworking day, the Executive Director has the discretion to allow and decide on a day off for employees. (Updated 11/2016).

**Vacation**

Full-time employees have 10 days of vacation per calendar year to use at the Network Director’s discretion. Paid vacation is accrued at the rate of 5 days after the first six months of employment and an additional 5 days after the first year of employment. Part-time employees are not eligible for paid vacation. No unused vacation days may be carried over to the next year.

**Personal Leave**

Full-time employees have 10 days of paid personal leave per calendar year to use, as needed and approved by the Network Director or the Board President. Personal leave is accrued at the rate of 5 days after the first six months of employment and an additional 5 days after the first year of employment. Payment is never made for unused personal leave days nor may they be used as added vacation days, and such unused personal leave days cannot be carried over to the next year. Part-time employees are not eligible for paid personal leave. Personal leave must be used in increments of 4 hours.

**Personal Leave**

Availability of personal leave without pay will be determined on a case-by-case basis at the discretion of the Network Director.

Maternity Leave

FPM does not fall under the Family Medical Leave Act (FMLA) regulations. FPM does allow employees to use accrued personal and vacation leave for maternity leave. FPM allows an employee up to 12 weeks for time off for maternity leave (can be taken in combination before and after birth of child). FPM encourages employees to investigate short-term disability insurance options with outside insurance agencies.

**Bereavement Absences**

In the case of death in the immediate family, an employee may require time off from work to attend the funeral or handle affairs immediately associated with the death. Up to 3 days will be granted in the case of the death of a parent, grandparent, spouse, brother, sister, child, daughter/son/parent-in-law or grandchild, as well as any relative who resides with the employee at the time of death.

**Jury Duty Absences**

Employees are entitled to take time off with pay for jury service. An employee must notify his/her supervisor in advance when a notice of jury duty is received. Whenever released early from jury service, the employee will work the balance of the business day.

**Inclement Weather Absences**

Delayed opening or the closing of the FPM office for inclement weather shall be at the discretion of the Network Director.

**PERFORMANCE REVIEWS**

The Network Director shall conduct at least an annual review of the performance of each employee. The review shall consist of reviewing the employee's job description and soliciting performance evaluations from the employee's supervisor. Performance evaluations may be solicited from selected members of the Board and/or volunteers with whom the employee has had a significant contact. Employees will be invited to submit evaluations of their own performance. Each review shall include a meeting with the employee to review and, if necessary, revise job description and discuss the evaluations. The Network Director is responsible for creating the criteria and forms necessary for the conduct of annual performance reviews for staff and for presenting those to the Board of Directors for approval. A written record will be made and preserved which includes ratings and performance levels.

The Board President will conduct the review of the Network Director every 12 months and report the results of the review to the Board. The review shall consist of reviewing the Network Director’s job description along with Goals and Objectives as set forth by the Network Director and the Board.

**CORRECTIVE ACTION**

The objective of Corrective Action is to change employee behavior patterns that negatively affect job performance and/or the smooth and efficient operation of the work environment. Corrective Action is used to correct performance or behavior problems, prevent recurrence of problems, and prepare employees for satisfactory service in the future. Corrective Action may take any of the following forms, but not necessarily in the following order:

1. verbal warning;
2. written warning;
3. probation;
4. suspension; or
5. termination.

**TERMINATION OF EMPLOYMENT**

All employees are employed at will. This means that there is no guarantee of employment for any specific length of time. FPM may terminate the employment relationship at any time with or without notice for any reason.

**OPEN DOOR AND PROBLEM RESOLUTION:**

FPM values and wishes to promote an amicable and cooperative work environment. The Open Door and Problem Resolution policies are reflective of a commitment to provide each employee with the best possible working solutions.

**Open Door**

FPM encourages an open and frank atmosphere where concerns, suggestions, and questions can be discussed with supervisors and staff members. FPM strives to ensure consistent and honest treatment of all employees. Employees are expected to treat each other with mutual respect.

**Problem Resolution**

When problems continue where an employee believes that a condition of employment or a decision affecting he or she is unjust or inequitable, that employee is encouraged to make use of the following steps:

1. The employee should first discuss the problem with the Network Director.

2. If the problem is not satisfactorily resolved after a reasonable period of time, the employee is encouraged to present the problem to Board President or a member of the Executive Committee.

3. The FPM Board reserves the right to determine the appropriate resolution to any problem.

1. At each stage of the open door procedure, a signed written summary of the proceedings shall be prepared and the employee shall be given a copy for review and comments. The written summary and employee comments, signed by both employee and employer, will be placed in the employee’s permanent personnel file.

Although not every problem can be resolved to everyone’s total satisfaction, it is through open discussion of problems that employee and management develops confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment that benefits both the employee and FPM.

**Whistleblower Policy**

A whistleblower as defined by this policy is an employee of Family Promise of Midland, TX Inc., who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Executive Director. IF the Executive Director is the person of concern, the employee will contact the Board President with the concern. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Family Promise of Midland, TX, Inc. will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director or Board President immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director or Board President who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Executive Director.

Updated 9/16/20

**EXHIBIT A**

**Child Protection Standards**

**Policy Statement**

Family Promise of Midland, TX is committed to actively safeguarding children from harm and to ensuring that children’s rights to protection are fully realized. We take seriously our responsibility to promote child-safe practices and to protect children from harm, abuse, neglect, and exploitation in any form.

As an organization, it is our requirement that congregations follow their child protection/safety guidelines/policies. If a congregation has not adopted such guidelines/policies, then the congregation volunteers are required to follow Family Promise of Midland’s policy.

In addition, we will take stringent measures against anyone who abuses a child. Our decisions and actions in response to child protection concerns will be guided by the principle of “the best interests of the child.”

To this end, Family Promise of Midland employees and volunteers should:

• Familiarize themselves with situations that may present risks and learn how to deal with those situations;

• Contribute to an environment where children are able to recognize unacceptable behavior and feel able to discuss their rights and concerns;

• Wherever practical, ensure that they and others meet children openly;

• Raise concerns about any case of suspected abuse in accordance with applicable procedures.

**Application**

These standards apply to all Family Promise of Midland Board members, paid staff, and volunteers (hereafter referred to as associates) brought into contact with children while supporting, working, or officially traveling for Family Promise of Midland.

Associates are required to bear in mind the principles of the Child Protection Policy and Standards and heighten their awareness of how their behavior may be perceived both during and outside of their service with Family Promise of Midland. Unlawful or other conduct by Family Promise of Midland Associates that violates the intent of the Child Protection Policy and Standards and jeopardizes Family Promise’s reputation or position, whether during or outside of service to Family Promise of Midland, will not be tolerated. Such conduct includes, but is not limited to: any unlawful activity related to sexual abuse; sexual harassment; and physically/verbally abusive behavior.

As an organization, Family Promise of Midland will always be aware, vigilant, and uncompromising when implementing our Child Protection Policy and **Standards.** Following are some examples of when the Child Protection Policy and Standards should be considered:

 • When facilitating staff/volunteer/donor/supporter visits to Family Promise of Midland locations (including congregation facilities)

 • When developing initiatives and projects involving child participation

 • When storing and distributing information on children – such as family profiles

 • When promoting our work through the use of images of children

 • When discussing guest families within a congregation.

**Definitions**

 Child: any person below the age of 18 years

**Responsibility**

Family Promise of Midland will take stringent measures against any Family Promise Associate who abuses a child.

It is the responsibility of the Board of Directors and Family Promise of Midland’s executive director to ensure that all Family Promise Associates are aware of and agree to abide by this policy and applicable procedures.

All Associates are responsible for raising concerns however distressing that may be. The welfare of the child must come first. If, in good faith, it is suspected or known that abuse is occurring or has occurred, it must be raised in line with the child protection procedures, even if the person suspected of committing the abuse is in a senior position. If warning signs are ignored, a child may remain unprotected and subject to further abuse.

1. **Behavior Protocols/Codes of Conduct While Working or Volunteering for Family Promise of Midland**

1.1 The “two-adult” rule, wherein two or more adults supervise all activities where children are involved and are present at all times, should always be followed.

1.2 Family Promise of Midland Associates should not take a child or children into a private place out of view of other adults. Associates are encouraged to be accompanied by parent/legal guardians when interacting with children.

1.3 Parents/ legal guardians whose family is participating in the Family Promise of Midland program may never leave a church facility without their child(ren), nor may a child leave a church facility unaccompanied by their parent, except in an emergency or with prior approval of Family Promise staff.

1.4 Parents/ legal guardians whose family is participating in the program may not leave a Day Center facility without their child(ren), nor may a child leave the Day Center unaccompanied by their parent, without approval (including approval of child care arrangements) of Family Promise staff, or except in an emergency.

1.5 Family Promise Associates need to be aware that they may work/volunteer with children who, because of circumstances and abuses they may have experienced, may use a relationship to obtain “special attention.” The adult is always considered responsible for maintaining an appropriate relationship, even if a child behaves inappropriately. Adults should not place themselves in compromising or vulnerable positions.

1.6 Family Promise Associates should be aware of high-risk situations and immediately report the circumstances of any situation that may be subject to misinterpretation to the case manager or executive director of Family Promise of Midland.

1.7 Family Promise Associates who directly observe an instance of child abuse, or who have reasonable cause to suspect that a child is being abused, must file a report with the Texas Abuse Hotline by calling 1-800-252-5400, A person may make a report of suspected child abuse without giving his/her name. Family Promise Associates who have reported via the Texas Abuse Hotline must notify the Family Promise of Midland’s Executive Director of their action,and may do so anonymously.

1.8 Inappropriate behavior toward children, including failure to follow Family Promise of Midland’s behavior protocols, policy, and standards, is grounds for discipline, up to and including dismissal from employment, volunteer/internship, or Board membership.

2.1 Established measures ensure that Family Promise of Midland staff and Board of Directors do not put children at risk, either from their action or lack of action:

 • The Family Promise of Midland’s Child Protection Policy and Standards are part of the orientation procedure for all new staff and Board members, who are required to sign an acknowledgement form stating that they have reviewed, understand, and will comply with the Child Protection Policy and Standards.

 • Family Promise of Midland will not knowingly engage anyone with a conviction for child abuse, pedophilia, or a related offense.

2.2 Additional measures ensure that all Associates, including those volunteering in congregation facilities, do not put children at risk, either from their action or lack of action:

 • Family Promise of Midland recommends that each congregation facility have in place a Child Protection Policy. Each congregation’s Child Protection procedures shall be implemented first, followed by those of Family Promise of Midland’s.

 • Family Promise of Midland recommends that each host and support congregation performs a check against published sexual offender registries, on anyone, volunteer or otherwise, engaged by the congregation to provide service to guest families, and that partner congregations do not knowingly engage anyone to support their IHN (Interfaith Hospitality Network) ministry who has a conviction for child abuse, pedophilia, or a related offense.

 • Family Promise of Midland Associates who will have contact with children or personal child information relating to the organization’s business are required to follow the policies and guidelines for child protection and are expected to follow behavioral protocols/codes of conduct.

 • The Family Promise of Midland’s Executive Director is the contact person for issues relating to child protection. Associates have the responsibility to bring child protection issues to the attention of the Director, however minor the concern.

**Implementation**

Alleged cases of child abuse must be reported first to Texas Abuse Hotline (1-800-252-5400) then to the Family Promise of Midland’s Executive Director, as outlined in section 1.7. An oral report must be made to the Executive Director immediately; a written report must be made within 48 hours of the observation including date, time and circumstances of the alleged incident on the Family Promise of Midland’s Incident/Accident Report Form. The Executive Director will report the alleged activity to the Board President who will seek legal council (if necessitated) in this matter and will decide on other appropriate steps, including informing relevant Family Promise of Midland Board members. If the Director or Board President is the alleged perpetrator, the Board Vice President and Secretary will replace them in this reporting.

The Board President or Executive Director will suspend the involvement of the alleged perpetrator in Family Promise of Midland while the process progresses. After the legal requirements of reporting have been dealt with, the Executive Director and Board President will designate a spokesperson for communication with outside authorities, media, other congregations, or any other persons regarding the incident.

Family Promise Associates observing peers putting themselves in high-risk situations should immediately report the circumstances of any situation that may be subject to misinterpretation to the Family Promise of Midland’s Executive Director, as outlined in section 1.6. An oral report must be made immediately; a written report must be made within 48 hours of the observation including date, time and circumstances of the alleged incident on the Family Promise of Midland’s Incident/Accident Report Form. The Director will decide on other appropriate steps, including informing relevant Board members and/or responsible congregation individuals. If the Director or Board President is observed putting themselves in a high-risk situation, the Board Vice President will replace him/her in this reporting.

All allegations will be considered seriously and due consideration will be given to the privacy and rights of both the alleged perpetrator and the alleged victim. All involved must act in a professional manner and take seriously the issues before them.

If a Family Promise of Midland Associate raises a legitimate concern about suspected child abuse, which proves to be unfounded upon investigation, no action will be taken against the Associate. Any Associate who makes false or malicious accusations, however, may face disciplinary and legal action. Family Promise of Midland will take appropriate legal or other action against Associates who make false and malicious accusations of child abuse.

An alleged perpetrator of child abuse will normally be suspended from his/her normal relationship with Family Promise of Midland during investigation of allegations. Family Promise of Midland will sever all relations with any Family Promise Associate who is proven to have committed child abuse.

Family Promise of Midland has measures in place to inform Associates of our Child Protection Policy and Standards. When Associates knowingly go against our policies, Family Promise of Midland reserves the right to bring the relationship to a close and to take follow-up action with external bodies as appropriate. For the benefit, protection, and well-being of the children and their families:

 • We cannot knowingly continue to put a child at risk, or at potential risk, and in making this decision will err on the side of caution.

 • For our work to achieve results, it is vital that we retain the trust and confidence of the children and the families with whom we work.

 • We will not continue to facilitate a relationship knowing that it does not respect basic human rights of privacy and protection from harm.

An allegation of child abuse is a serious issue. In following Family Promise of Midland’s Child Protection Policy and Standards and local procedures, it is essential that all parties maintain confidentiality. Sharing of information, which could identify a child or an alleged perpetrator, should be purely on a “need to know” basis. Unless abuse has actually been proved to have occurred, one must always refer to “alleged abuse.”

Adopted December 5, 2012

Family Promise of Midland, Texas

**Board of Trustees’ PERSONNEL POLICIES MANUAL ACKNOWLEDGMENT**

I have received a copy of the Family Promise of Midland, Texas (FPM) Personnel Policies Manual, along with its Exhibit A (Child Protection Policy). I understand that this Manual has been developed as a reference guide for my benefit during my employment with FPM. I understand that I am responsible for knowing the policies included in the Manual. I am aware that FPM may amend or change the policies contained in the Manual at any time for any reason.

I understand that nothing in this Manual constitutes a contract and that it does not alter the employment-at-will relationship I have with FPM.

I will discuss any questions I have concerning this Manual with my supervisor or the Network Director.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Employee Signature Network Director’s Signature

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Employee)