

1. Introduction

1.1 About VPIRG

The Vermont Public Interest Research Group (VPIRG), founded in 1972, is the state's largest grassroots member-based advocacy organization. A registered 501(c)(4) non-profit organization, VPIRG works on a non-partisan basis to promote and protect Vermonters' health, environment, and local economy by informing and mobilizing individuals and communities across the state. VPIRG established the Vermont Public Interest Research and Education Fund (VPIREF) in 1975 as a 501(c)(3) outreach and education arm operating under the same mission. For over 45 years, we have brought the voices of average Vermonters to public policy debates concerning the environment, health care, consumer protection, and democracy. VPIRG staff researches these issues, identifies effective solutions, educates the public, and works to implement meaningful and lasting change through legislative advocacy, coalition building, and public mobilization.

You are now part of a long history of people who have used the powerful tool of canvassing to make a difference in our world. The VPIRG Summer Canvass is an integral part of the organization's work. Every summer, VPIRG operates a canvass program to knock on doors across the state to educate and engage Vermonters on the top public policy issues, mobilize them to take action on our top campaigns, and expand VPIRG's membership base by signing up new or renewing existing members to support the organization. The goals of the canvass are to raise awareness of issues on which VPIRG works, to generate grassroots action for our top campaigns, and to expand the base of VPIRG through effective membership and fundraising activities.

Given the global pandemic, VPIRG staff made the decision in March 2020 to suspend the 2020 Summer Canvass and instead operate a Virtual Canvass. This decision has been extended to July 2021. Between May-July (with the possibility of some vaccinated canvassers transitioning earlier in mid-June), rather than engaging members face-to-face, the Virtual Canvass will employ telecommunication techniques like phone, email, and text to renew our members and educate them on our priorities.

Beginning July 5, 2021, staff will be expected to go door-to-door once more.

1.2 Purpose

The goals of these policies—and our approach to running the virtual canvass—are to maximize your learning, success, and growth through your work with VPIRG. These policies have been significantly updated based on feedback from current and past employees, as well as an internal Diversity, Equity and Inclusion (DEI) initiative.

Some sections of these policies are required by state or federal law, and there, we've kept the language consistent with the law, so the style of the writing may change. You should not take that to mean these policies are patched together boiler-plate items, rather the law is the law. Other policies are up to VPIRG to determine and may be written in the 'voice' of organizational leaders as opposed to lawmakers.

You're here because our team believes you have demonstrated your strong ability to engage Vermonters on critical issues and support the organization. Much of your success this summer is also up to you. In these policies, in daily announcements, trainings and debriefs, we aim to set clear

expectations and set you up for success. It's important for you to participate actively in trainings, be proactive in communicating your challenges, needs or problems that arise, and be responsible for your actions and behavior. Canvass Directors and supporting staff will ensure that you receive the preparation, resources, and mentorship you need to accomplish these goals.

The VPIRG canvass thrives on teamwork. Key components of that teamwork are holding each other accountable, communicating openly and productively and demonstrating respect for one another. Our policies have been updated to evaluate the ways in which employees who identify as women, trans or genderqueer, people of color, LGBTQIA or a member of a marginalized community can be best protected and supported during their work with VPIRG.

In particular, we've expanded our non-discrimination and harassment policies, added clearer protocols for reporting and handling situations where discrimination or harassment have been experienced or witnessed, and developed the approach to discipline and conflict resolution we seek to establish. We've also evaluated our management training, structures, operations, training curriculum and procedures through that same lens. If you have suggestions on opportunities to improve inclusivity and equity, please let us know by talking to a canvass director, the Associate Director or providing feedback through our online form at www.vpirg.org/feedback.

These policies serve as a guide to assist staff in becoming familiar with some of the privileges and responsibilities of employment with VPIRG. None of the policies or guidelines are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work.

Questions or concerns about the policies outlined in this manual should be addressed to a Fellow. The policies stated in this handbook are subject to change at any time at the sole discretion of the organization. Staff will be provided updated information regarding any changes in policies. VPIRG specifically reserves the right to have the Executive Director make exceptions to these policies, from time to time, at their sole discretion, as appropriate, and in the best interests of VPIRG.

1.3 Administration and Applicability

A copy of these policies and any amendments that follow shall be distributed to each canvass employee. Each new employee will receive a copy of the policies as part of their orientation. Staff members will be required to sign an acknowledgement form indicating that they have received, understand, and agree to abide by these policies and any subsequent amendments. These policies and procedures apply to all employees of the Vermont Public Interest Research Group summer canvass program, unless otherwise stated. All policies not concerning pay and benefits also apply to VPIRG interns and volunteers. Should any exceptions be made to policies contained herein, all other terms remain intact. Exceptions to these terms and guidelines shall be made between the employee and Fellow in writing using a Reasonable Accommodation Request Form to protect the interests of both parties.

2. Canvass Employment

2.1 Recruitment and Hiring

Hiring for the summer door canvass shall be conducted by the Canvass Directors in coordination with the Executive Director or their designee. The Canvass Directors shall investigate, screen, and conduct interviews for all vacancies.

The recruitment and evaluation of candidates for open canvassing positions may include phone calls, in-person interviews, group exercises and other assessment activities, such as postcarding or other campaign-related skill-based tasks. The final stage of candidate assessment is an unpaid Observation Day, during which the candidate will job shadow an existing canvasser to observe and try door canvassing. Because of the demanding nature of this position, the Observation Day is used to provide both VPIRG and the candidate a final opportunity to determine whether canvassing is a good fit for the candidate in question. Upon completion of the Observation Day, candidates will either be invited to join staff or be informed that they have not been selected for hire.

2.2 Equal Opportunity Employer

VPIRG is an Equal Employment Opportunity employer. VPIRG does not discriminate in the hiring, administering of compensation and benefits, retention, promotion, use of facilities, or training of employees because of race, color, ancestry, religion, sex, gender identity, sexual orientation, age, marital/civil union status, national origin, citizenship, place of birth, military/uniformed service or veteran status, disability, genetic information, having a positive test result on an HIV related blood test or other legally-protected classification, nor on any other grounds unrelated to job performance. When hiring, retaining and promoting employees VPIRG attempts to achieve equal employment opportunities for all persons through affirmative action.

VPIRG will provide reasonable accommodations for individuals with disabilities or with pregnancy-related conditions in compliance with applicable state and federal laws. Please see the policy on Reasonable Accommodations, below.

VPIRG does not discriminate or retaliate against its employees for:

- Filing a complaint or cooperating in the investigation of a complaint of discrimination, including concerning harassment or equal pay;
- Having asserted a workers' compensation claim;
- Having exercised rights to Family Medical Leave/Vermont Parental and Family Leave;
- Having disclosed their wages or having inquired about or discussed the wages of other employees; or
- Having requested or arranged for a flexible work arrangement.

Employees with questions or concerns about their rights related to this EEO Policy should contact the Associate Director. Employees may also utilize the VPIRG's Conflict Resolution and Grievance Procedures (Policy Section 5.5, below) to make any complaints related to this EEO Policy.

2.3 Reasonable Accommodations for Disability

If a qualified individual with a disability requires a reasonable accommodation in order to perform the essential functions of their position or job for which they have applied, or to ensure equal benefits of employment, VPIRG will provide such accommodation in compliance with state and federal laws, including but not limited to the Americans with Disabilities Act and the Vermont Fair Employment Practices Act, as may be amended from time to time. In accordance with these laws, such reasonable accommodations will be provided unless doing so would create an undue hardship to VPIRG, preclude the performance of the essential functions of the given position, or unless providing the accommodation would cause a direct threat to the employee or others in the workplace or in the field, and the threat cannot be eliminated by reasonable accommodation.

An employee with a disability who wishes to request such a reasonable accommodation should complete a Reasonable Accommodation Request Form from a Fellow and submit to a Fellow or Associate Director for consideration. Notify the Associate Director for assistance in completing the form. This Reasonable Accommodation Request Form affords an employee making such a request with the opportunity to state the reason that the accommodation is requested, to specify the accommodation being requested, and to describe how the accommodation will assist the employee in carrying out the essential functions of their job. Additionally, the form provides the employee with a means of releasing private health information to support VPIRG's assessment and planning of the requested accommodation.

Reasonable accommodations will be developed, agreed upon or otherwise determined through an interactive process with the employee, again as required by law. This interactive process will be conducted by the Associate Director and the employee, as determined by VPIRG to be appropriate to the circumstances.

2.4 Reasonable Accommodations for Pregnancy-related Conditions

VPIRG will provide a reasonable accommodation for an employee's pregnancy-related condition, unless it would impose an undue hardship on the organization. "Pregnancy-related condition" means a limitation of an employee's ability to perform the functions of their job caused by pregnancy, childbirth or a medical condition related to pregnancy or childbirth.

An employee with a pregnancy-related condition, as defined in this policy, shall have the same rights and be subject to the same standards with respect to the provision of a reasonable accommodation as a qualified employee with a disability, as set out in VPIRG's policy on Disability Accommodation, above, and to the limits of Vermont law. Nothing in this policy shall be construed to indicate or deem that a pregnancy-related condition necessarily constitutes a disability.

An employee with a pregnancy-related condition who wishes to request such a reasonable accommodation should contact the Associate Director submit a Reasonable Accommodation Request Form or for assistance in completing the form. The process outlined above for Disability Accommodation will be followed in response to such a request for accommodation.

Questions, Concerns, Complaint or Grievance.

If you have a question, concern, complaint or grievance with respect to compliance with this policy you should contact the Associate Director. Employees may also utilize the VPIRG's Conflict Resolution and Grievance Procedures (Policy Section 5.5, below) to make any complaints related to this policy.

2.5 Verification of Work Status

To the extent required by Federal Law, all employees will be required to submit proof of either U.S. citizenship or some other authorization to work in the United States, as required by I-9 form. Proof can be established by a passport, birth certificate, certificate of citizenship or naturalization or a driver's license plus another document indicating work authorization.

Both employer and employee will be required to sign the appropriate government I-9 form verifying that the necessary work authorization documents were requested and provided.

Verification forms shall be retained for at least three years, but in any event will be retained for at least one year after termination of employment.

2.6 Employment Classification

Employment Classifications as Established by the Fair Labor Standards Act

"Exempt Employees" - Exempt employees are defined as those employees who are classified as not subject to minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA). Those working in executive, administrative, professional, outside sales or in some cases computer-related as determined by the Fair Labor Standards Act, are exempt.

"Nonexempt Employees" - Nonexempt employees are defined as those employees who, regardless of title or function, are not exempt from minimum wage and overtime pay provisions of the FLSA. All employees who do not meet the qualifications for exemption are included in the term nonexempt. Nonexempt employees perform work other than executive, administrative, or professional work as defined by the FLSA and must receive overtime pay for all hours actually worked in excess of 40 hours in one work week, as legally required.

Employee Classifications Based on Time Worked

"Regular Full-Time Employee" - A regular full-time employee (FTE) is defined as any person employed by VPIRG for an average of forty (40) or more hours per week, or 2,080 or more hours per year.

"Regular Part-Time Employee" - A regular part-time employee is any person other than a temporary employee employed by VPIRG for less than full time. The average hours worked per week determines the employee's factor relative to a full-time employee (i.e., a half-time employee has an FTE factor of .5).

"Temporary Employee" - A temporary employee is any person employed for the performance of work for a specified project or a specified period of time. Termination or suspension of such employees shall be at the discretion of the Executive Director or their designee, in keeping with VPIRG's at-will employment policy and any other factors, including those related to programmatic and budgetary limitations. Temporary employees may be full-time or part-time.

"Seasonal Employee" - A seasonal employee is any person employed for the performance of work for a specified project with an anticipated duration of 20 weeks or less. Termination or suspension of such employees shall be at the discretion of the Executive Director or their designee, in keeping with VPIRG's at-will employment policy and any other factors, including those related to programmatic and budgetary limitations. Seasonal employees may be full-time or part-time.

Canvass Staff Classifications

Canvasser – Nonexempt, seasonal part-time employee.

Data Coordinator – Nonexempt, seasonal part-time employee.

Assistant Canvass Director (non-Fellow) – Exempt, seasonal full-time employee.

Canvass Director (Fellow) – Exempt, regular full-time employee.

2.7 Personnel Records

Each employee shall have access to their personnel file, by requesting it from the Associate Director or their designee. VPIRG tries to balance its need to obtain, use and retain employment information with a concern for each individual's privacy. Employee files (including payroll) may be inspected only by management employees and select, limited designees of VPIRG's Executive Director who have an employment-related need to know. The only exception to this shall be in such instances as required through State or Federal statutes by a court with appropriate jurisdiction. Internal investigation working files are not part of an employee's personnel file. Any breach of confidentiality of an individual's personnel file by disclosure to unauthorized individuals will not be tolerated and appropriate disciplinary action shall be taken against any persons causing such a breach.

All documents related to employee medical information will be kept in separate files in a locked cabinet. Such data includes, but is not limited to, medical certification related to the necessity for sick leave or FMLA leave, workers' compensation, and eligibility for long-term disability. Only the Executive Director, Associate Director or a Fellow and their designees or assistants may access these files. Each employee may access his or her own medical file and copy its contents. Medical information – as opposed to the records themselves – will be shared by the Executive Director, Associate Director or Fellows and their designees only to the extent necessary, on an as-needed basis with other VPIRG managers.

Genetic information will not be shared except to the employee upon written request, for FMLA purposes or as the law may otherwise require. Genetic information means information about: (i) an individual's genetic tests; (ii) the genetic tests of that individual's family members; (iii) the manifestation of disease or disorder in family members of the individual (family medical history); (iv) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (v) the genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology. Genetic information does not include: (a) information about the sex or age of the individual or the sex or age of family members and (b) information about a manifested disease or disorder even if it genetically based.

3. Canvass Work

3.1 The Job and Training

Your basic mission is straightforward: build the organization, raise funds by renewing and signing up new members, and educate the public about the seriousness and urgency of problems facing all Vermonters. Canvassers mobilize public support for real solutions to those problems so that we have the strength to defeat the special interests behind the status quo. In short, the most valuable asset to VPIRG is its members and every summer, canvassers are responsible for talking with these members, as well as signing up new supporters who want to join the movement.

You will participate in a three-day training series to prepare you for your work on the Virtual Canvass. The training series focuses on ensuring you develop the communications, organizing, and fundraising skills you will need to be an effective virtual canvasser.

Come July 5 (with the possibility of some vaccinated canvassers transitioning in mid-June), you will participate in an additional series of daily trainings prior to each full shift of canvassing. On your

first day, “T1 Day”, you will receive additional in-the-field training with a Director. The training series focuses on canvassing skills, campaign knowledge, and safety and HR protocols all to ensure you develop the educational and fundraising skills you will need to be an effective canvasser.

Additional training and skills-building sessions are held throughout the summer to bolster and sharpen the skills of the entire canvass team. Canvassers seeking additional practice or training are encouraged to discuss their needs with the Canvass Directors and take advantage of practice opportunities and the vast training resources available to staff to improve their skills. Canvassers not meeting minimum performance standards may be required to take part in additional training. Canvassing is an art as well as a science and the skills you gain through training can help maximize your performance and your income.

3.2 Professionalism

Canvassers are the public face of the organizations they represent and must be conscious of upholding the organization’s image and integrity. You must be friendly, courteous, honest and respectful at all times. Failure to be polite and professional can result in termination. Once we begin canvassing in person, you will be provided uniform T-shirts, masks, and a VPIRG name badge and will be required to wear the uniform every day while canvassing.

3.3 The Canvass Workday

Typical daily schedule (for reference only; differs for training days and actual canvass days may vary):

Virtual Canvass: Canvassers work Monday-Friday

The average canvass day consists of 5 hours for canvassers and 6 hours for Assistant Directors, with a 1-hour unpaid dinner break for each. This schedule consists of 1 hour for member follow-up and announcements, 3.5 hours of actual phone calling, and a half hour for debriefs and data.

Schedule (Mon-Thurs)

- Workday begins at 2:00pm, unless instructed otherwise
- Participation in announcements, sending follow-ups to members contacted the previous night
- 2-hour call block 3:00-5:00
- 1-hour unpaid meal break/free time 5:00-6:00
- 1.5-hour call block 6:00-7:30
- Wrap-up, debrief, data lasting 15-30 minutes
- Workday usually ends around 8 pm

Fridays will differ from this schedule by being shifted 3 hours earlier. The day will start at 11:00 AM and end at 5:00 PM; announcements will be held at 11:00 AM.

Other positions including Assistant Director and Data Coordinator should review their detailed job descriptions for hours of work and other expectations, as they vary from the above basic canvassing schedule.

Door Canvass: Canvassers work Monday-Thursday

Each canvass day consists of 5 or more hours of actual canvassing on turf, ~45 minutes of training and preparation, and at least a 45-minute unpaid meal break. Due to the rural nature of our state, the travel times to turf can vary. In most cases, travel time to turf will not exceed 1 hour. Canvassers will not (unless given prior Director approval) work in excess of 40 hours/week, and in other cases (at the discretion of the Director) may work less than 40 hours/week. Overtime should be worked only at the written direction of a Canvass Director. Multi-day camping canvasses are used to reach the most distant turfs (see section below on Camping Canvasses).

Canvasser – Door (Monday-Thursday)

- Workday begins at 1:00pm, unless instructed otherwise
- Participation in daily briefing, training exercises, and turf preparation
- 45-minute meal break, usually 1:30-2:15pm
- Travel time from office to turf (variable from 15 minutes to 1 hour)
- Canvass time on turf of no less than 5 hours, usually 3:30-8:30pm
- Travel time from turf to office (variable from 15 minutes to 1.5 hours)
- Cash out, wrap-up and debrief lasting 15-30 minutes
- Workday usually ends between 9-10pm

Other positions including Field Managers, Data Coordinator, Data Assistants, and Directors, should review their detailed job descriptions for hours of work and other expectations, as they vary from the above basic canvassing schedule.

3.4 Logging Hours

During the virtual portion of the canvass, canvassers will be required to 'clock-in' at the beginning and 'clock-out' at the end of each shift on the time-reporting platform, T-Sheets. This will allow staff to hold canvassers accountable for their virtual workday. Canvassers should clock out for their one-hour meal break/free time, and clock back in when they begin their second call block. Staff may not log hours that they are not approved to be scheduled for. Staff are required to log hours accurately and may discuss with the Coordination Director (Marcie) if there has been an error in reporting hours.

Assistant Directors will be required to log their hours worked daily into T-Sheets, detailing how those hours were spent. Any questions about T-Sheets or logging hours may be directed to the Coordination Director.

3.5 Flexible Work Arrangements

An employee may request a flexible working arrangement that meets the needs of VPIRG and the employee. VPIRG will consider such a request using the procedures below.

As used in this section, "flexible working arrangement" means intermediate or long-term changes in the employee's regular working arrangements, including changes in the number of days or hours worked, changes in the time the employee arrives at or departs from work, work from home, or job-sharing. "Flexible working arrangement" does not include vacation, routine scheduling of shifts, or another form of employee leave.

VPIRG will discuss the request for a flexible working arrangement with the employee in good faith. Both VPIRG and the employee may propose alternative arrangements during the discussion. VPIRG

will consider the employee's request for a flexible working arrangement and whether the request could be granted in a manner that is not inconsistent with its business operations or its legal or contractual obligations.

As used in the above paragraph, “inconsistent with business operations” includes:

- the burden on VPIRG of additional costs;
- a detrimental effect on aggregate employee morale unrelated to discrimination or other unlawful employment practices;
- a detrimental effect on the ability of VPIRG to meet member demand;
- an inability to reorganize work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on the organization’s quality or performance;
- an insufficiency of work during the periods the employee proposes to work; and
- planned structural changes to the business.

VPIRG will notify the employee of the decision regarding the request. Requests shall be submitted in writing using a Reasonable Accommodation Request Form, VPIRG will state any complete or partial denial of the request in writing. VPIRG may not retaliate against an employee for exercising their rights under this policy. Nothing in this policy will affect any legal rights an employer or employee may have under applicable law to create, terminate, or modify a flexible working arrangement.

3.6 Performance Standard

The performance standard (“quota”) for VPIRG is to raise \$120 per calling shift and \$150 per door canvassing shift. Maintaining an average at or above quota is a key performance measure by which you will be judged. Canvassers who fail to reach or maintain the performance standard risk probationary actions up to and including termination, at the sole discretion a Fellow. More information about performance related warnings may be found below (*section 5.6*).

3.7 Advancement

Successful canvassers enjoy numerous opportunities to take on more responsibility and become more involved in our campaigns. If you excel in your work, attitude or demonstrate other valuable skills during the virtual canvass, depending on VPIRG’s staffing and programmatic needs, you may be offered the opportunity to serve in the role of Trainer or be promoted to a Field Manager or Director position. Trainers will work with canvassers transitioning from the virtual to the door-canvass, teaching them to improve their skills. Field Managers are responsible for running campaigns in specific communities, training and managing staff, including providing input into personnel decisions, and working with the Canvass Directors on office-wide projects.

If you are given the opportunity to serve as a Trainer, or if you are promoted to be a Field Manager or Director, you will go through additional training to prepare you for those roles/positions. If you are promoted to be a Field Manager or Director, you will receive a job description that outlines the expectations, pay, and additional responsibilities.

Through VPIRG’s Fellows Program you may be considered for a year-round position at VPIRG’s

Montpelier office, which includes directing the Canvass office in the summer. See current Fellows for more information.

3.8 Social Functions and Volunteer Activities

A key component of good canvassing is a strong sense of teamwork. Often, as a result of the long hours and hard work that canvassers put into their work and the campaigns they work on, strong bonds and friendships form. VPIRG encourages strong teamwork by sponsoring social activities and events for staff throughout the summer. These include group dinners each Wednesday and occasional campaign-related activities and events such as rallies, media events, or tours of the State House. These events are voluntary and so are not required, are not compensable, and will not be factored into performance evaluations of staff. These are opportunities for staff to participate in and network with others in the broader community of activists and organizers working to make Vermont a better place and in some cases provide an opportunity to gain experience in more advanced organizing skills.

Canvass staff members participating in VPIRG-sponsored events acknowledge that these are not required work activities and do not constitute compensable time. Canvass staff members agree to release VPIRG from any liability that may arise as a result of participation in such events and must comply with VPIRG's Standards of Conduct, as set out in sub-section 5.2 of this Manual.

4. Employee Relations and Management

4.1 Operating Principles

VPIRG encourages open communication among all employees. We hope you will feel free to identify issues of concern, and make suggestions and recommendations about any aspect of VPIRG and our operations. Employees are encouraged to offer direct and honest feedback to co-workers in a timely and respectful manner. Likewise, employees are expected to be open to the insights and wisdom of others.

VPIRG Operating Principles

- Honest, open, direct, compassionate communication
- Demonstrate respect
- Practice forgiveness
- Take personal responsibility
- Freedom to disagree
- Assume good intentions and recognize impacts
- Challenge ideas not people
- Support collective goals
- Support decision making process
- Honor agreements
- Listen to learn

4.2 Standards of Conduct

To protect the reputation and good standing of the organization and to ensure that the public can continue to have complete confidence in the integrity of VPIRG's work, all staff members will

respect and adhere to the rules of conduct set forth in this policy. These rules are illustrative rather than comprehensive. Where a situation is not covered by the standards set forth in this policy, supervisors shall apply the principles set forth in determining whether the conduct is proper.

Cases of unprofessional or unethical behavior may be cause for corrective and/or disciplinary action, up to and including termination and/or prosecution.

- Staff members shall refrain from any conduct which tends to bring VPIRG into disrepute or reflects discredit upon them as a member of VPIRG or that tends to impair the operation, efficiency or integrity of VPIRG or the staff member.
- Staff members shall refrain from public criticism of VPIRG's operation, rules and policies or such conduct which reflects adversely upon VPIRG. This rule is not intended to restrict a staff member's freedom of expression or to limit healthy internal debate and discussion. Good faith criticisms, complaints and concerns should be promptly and professionally raised with one of the Canvass Directors. If you don't feel comfortable sharing feedback directly, you can use the online form at www.vpirg.org/feedback.
- Discourtesy to the general public, other staff members or persons affiliated with VPIRG and other unprofessional conduct is prohibited.
- Disorderly conduct during work time, including fighting, interfering with the work of another or threatening, abusing or coercing other staff members, including managers, administrative staff, visitors or persons affiliated with VPIRG is prohibited.
- Violations of VPIRG's policies, including but not limited to, our non-discrimination (EEO), harassment, safety, drug and alcohol, confidentiality, trade secret and technology policies is prohibited.
- Staff members are to perform reasonable job duties, even if not part of the job description, as assigned by their supervisor.
- Staff members are to respect the confidentiality of sensitive information, including member and donor information. Such information should not be repeated, discussed, or removed from the work area except for legitimate work reasons.
- Staff members are to respect the property of others and of VPIRG, and to use VPIRG property only for legitimate work purposes (e-mail, facsimile machines, computers, copiers, cell phones and other equipment).

4.3 Partisan Activity and Activism Outside of VPIRG

VPIRG is a non-partisan organization. While VPIRG established a coordinated political action committee (PAC) called VPIRG Votes in early 2020, the activities of that entity are separate from the VPIRG virtual canvass. VPIRG staff members shall notify a Fellow of plans to engage in partisan activity outside of VPIRG. During "canvass hours" (when a canvasser is on the clock), canvassers cannot engage in any partisan political activity, including expressing a personal opinion regarding a candidate or party.

Examples of activities that would be allowed, while actively employed by VPIRG, without getting prior approval, assuming reasonable discretion on the part of the employee:

- Placing a political sign or bumper sticker on one's own car or property
- Stuffing envelopes, databasing and other "behind the scenes" campaign activities
- Making phone calls on behalf of a candidate or party

- Door knocking on behalf of a candidate or party. Note: **Canvassers are prohibited from door knocking turf that they have canvassed for VPIRG**, to avoid any association between VPIRG activities/staff and partisan activities.
- Making a campaign donation to a political candidate or political party
- Attending a political fundraising event open to the public, but not playing a public role at that event (such as speaking or being named as part of the host committee)

When engaging in any of the above activities, canvassers shall not wear any visible VPIRG logo or identifying clothing such as the uniform t-shirt and should not bring up their employment by VPIRG. If asked about their employment or VPIRG specifically, they should acknowledge their employment but stress that their partisan activities are done strictly in their free time.

4.4 Conflict Resolution and Complaint Procedures

We strive to create a welcoming culture and workplace where everyone feels valued and is respected. Employees play a key role in maintaining the work environment we aim to achieve by communicating directly, openly and honestly with supervisors and coworkers.

When possible, it's best to raise questions or concerns before they become serious problems. If you are feeling negatively impacted by the actions of another colleague, or perhaps by an interaction on the phone, talking through it is better than bottling it up. The canvass directing team is responsible for ensuring that all staff are provided the training and support needed to succeed in their job and are treated with respect. Employees are encouraged to approach a director for informal discussion of any challenges with other members of staff, with personal performance challenges, or concerns about their health and well-being. If your concern is with an Assistant Director, you should address concerns with a Fellow. If your complaint is regarding a Fellow, the Associate Director is available to hear your concerns.

Still, conflicts and disagreements may arise. Whenever possible, we encourage staff to work through disagreements or conflict directly and respectfully, and in accordance with VPIRG's other operating principles. If that approach does not feel either safe or constructive, employees should seek the assistance of a Canvass Director, who will work with the employee to propose steps to resolution.

If an employee feels that they have been treated unfairly or inequitably or is dissatisfied with an action taken which has impacted them, they can make a complaint via Incident Report Form. The employee has the right to end the process at any time. The process shall be as follows:

An employee who has a complaint on any matter has the right to and is encouraged to meet with a Canvass Director. An employee shall submit their complaint in writing via Incident Report Form to a Fellow for review by the Associate Director. The Associate Director shall, in conference with the employee, Fellows, and other parties, determine whether the severity of the grievance warrants investigation in accordance with the Procedures to Prevent Harassment or may be addressed through a progressive discipline approach. Generally, the entire process will not exceed two weeks from the time the employee makes their complaint and will be binding on all parties. In the event that a Fellow or Associate Director are a party to the problem, the employee should inform the Executive Director of the issue, who shall make the final determination on a course of action within 30 working days.

4.5 Progressive Discipline Policy

VPIRG is committed to a work environment in which employees receive clear messages when their performance needs to improve, or a behavior or action is not in line with our shared principles. We generally use a policy of progressive discipline to address performance concerns. Under this policy, employees who are not performing at the level they need to typically receive an initial conversation about what needs improvement and benchmarks for expected progress. If performance measures or behavioral expectations still are not met, a formal verbal warning will be given clearly outlining the requirements that need to be met. Employees often make significant improvements in a very short time frame, in which case the directing team works to continue increasing the employee's skills and job performance. Where sufficient improvement has not been made employment may be terminated. Also, VPIRG is an at-will employer and while it will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide what disciplinary action will be taken in a given situation, including termination without prior warnings.

4.6 Fraternalization Policy

Staff at VPIRG often develop close friendships and sometimes relationships. For these purposes, we refer to "relationship" as a consensual romantic or sexual interaction be it brief or ongoing. To protect all of our employees, to ensure relationships are and remain consensual, and to ensure that being in a relationship with a coworker does not negatively impact job performance or the work environment for colleagues, VPIRG has created these guidelines.

- As supervisors, Canvass Directors are in positions of power, authority and/or supervision of Field Managers and Canvassers. Thus, VPIRG prohibits Canvass Directors from any inappropriate touching, flirting, sexual relationships or any otherwise sexualized behavior with these employees. Directors are discouraged from conducting themselves in any way that may be construed as seeking a relationship. Canvass Directors do frequently meet one-on-one with staff to check-in. These meetings should be held in a public place or at the office. A Canvass Director may notify the Associate Director and request an exemption for a relationship with another staff member prior to the start of the summer, but should expect to follow guidelines laid out below.
- Similarly, Field Managers have supervisory duties for the canvassers in their crew. Field Managers are required to notify a Canvass Director of any relationship with another member of staff, and they must understand that they will not be permitted to have a canvasser with whom they are in a relationship in their crew or on their camping trips (except for an all-staff, week-long trip if one is held). Field Managers are prohibited from any inappropriate touching, flirting, sexual relationships or any otherwise sexualized behavior with canvassers during work time, including on camping trips.
- If any two staff members are in a relationship when beginning employment or start a relationship with another non-directing member of staff, they should:
 - Ensure it doesn't interfere with their work-related responsibilities.
 - Keep personal matters, including public displays of affection or talking about relationship issues, out of the office.
 - Notify a Director of the relationship and expect to be in separate crews.
 - Understand that a Director may check back in with the employees to ensure that the relationship remains consensual and does not conflict with the ability to do their jobs.
 - Notify a Director if the relationship ends.

4.7 Non-discrimination and harassment

As noted above, VPIRG expects that everyone associated with our organization will always treat each other with respect and courtesy and to conduct themselves so as to provide a work environment that is free of discrimination and harassment. Any such person who engages in any form of harassment during or after work hours, while connected in any way with VPIRG, will be in violation of this policy and will be subject to appropriate discipline. If you experience or witness discrimination or harassment, you must report the situation right away.

Actions, jokes, or comments based on an individual's race, color, ancestry, religion, sex, gender identity, sexual orientation, age, marital/civil union status, national origin, citizenship, place of birth, military/uniformed service or veteran status, disability, genetic information, physical or mental condition, having a positive test result on an HIV related blood test or other legally-protected classification, or on any other ground unrelated to job performance **will not be tolerated**.

It is against the policies of VPIRG, and illegal under state and federal law, for any employee to sexually harass another employee. VPIRG is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment.

Definition of Harassment:

Harassment is unwelcome verbal, non-verbal (e.g., suggestive posters, text messaging, emails, social media, inappropriate access to or use of technology) or physical conduct where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a component of the basis for an employment decision affecting that individual, or
- Such conduct interferes with employee's work or creates an intimidating, hostile or offensive work environment.

In determining whether an intimidating, hostile or offensive work environment occurred the conduct must be severe or pervasive enough that a reasonable person would find that it creates an abusive working environment and that the person in the environment subjectively perceives the environment to be abusive.

Prohibited harassment includes both intended conduct and conduct that was not intended to harm anyone. Harassment may occur between members of any gender(s) or sex(es).

Examples of Harassment:

- Verbal - suggestive or degrading comments, insults or threats, jokes, name calling, unwanted flirtations or degrading words used to describe someone or a group of people.
- Non-verbal - suggestive or derogative objects or pictures on books, walls, or clothing, suggestive, obscene or insulting sounds, gestures, leering, mimicry and graffiti and other writings of a degrading nature.
- Physical - unwanted contact including offensive touching, pinching, brushing up against someone or assault.

- Computer or electronic applications usage – accessing sites that are in conflict with the VPIRG’s vision, mission and values (examples of this would be accessing sites or exchanging emails where the usage of, language or content is: 1) sexually explicit or suggestive or 2) involves violence or hate crimes toward a protected class or classes, etc. This list is not intended to be exhaustive but indicative of items which would be in violation of the VPIRG’s policy.)

What is “sexual harassment”?

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature when, as with general harassment:

- Submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- The conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an employee’s body;
- touching or grabbing any part of an employee’s body after that person has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an employee to socialize on or off duty when that person has indicated they are not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is not welcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering the person’s duties or work environment, etc.);
- derogatory or provoking remarks directed against a person on the basis of their sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of their sex or sexual orientation; or
- off-duty conduct which falls within the above definition and affects the work environment.

What you should do if you believe you have been harassed

Any employee who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser or

harassers, or if direct communication has been ineffective, the person with the complaint is encouraged to report the situation as soon as possible to a Fellow. It is helpful to an investigation if the employee keeps a diary of events and the names of people who witnessed or were told of the harassment, if possible.

What the employer will do if it learns of possible harassment based on the legally-protected classifications listed above.

In the event VPIRG receives a complaint of harassment, or otherwise has reason to believe that harassment is occurring, we will take all necessary steps to ensure that the matter is promptly investigated and addressed. VPIRG is committed, and required by law, to take action if we learn of potential harassment, even if the aggrieved employee does not wish to formally file a complaint. Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected act of harassment. Supervisors or employees should report to a Fellow, who are “designated employees”.

A designated employee is one who has completed training in VPIRG’s procedures and protocols and is committed to being a resource for all employees on topics of harassment and discrimination. The Associate Director is responsible for ensuring all designated employees follow the protocols outlined below, and provide the support, confidentiality and respect due to all parties during an investigation of harassment.

Failure by a supervisor to appropriately report or address such harassment complaints or suspected acts of harassment shall be considered to be in violation of this policy.

Upon notification of a harassment complaint, the designated employees will initiate the following procedures:

Ensure Complaint Documented

If the complaint is oral, the designated employee(s) shall promptly reduce the complaint to a written report using the Incident Report Form. This report shall include details, including the time, place and nature of the alleged conduct and the identity of the complainant, alleged perpetrator, any witnesses and any other relevant information. The report will be submitted to the Associate Director and kept in the confidential working investigation file, to be viewed only by authorized staff on a need to know basis.

Review & Plan

The Associate Director will review the complaint and create an action plan for resolution and/or further investigation. The Associate Director will determine whether the information alleges conduct which may constitute harassment. If so, then the Associate Director and another designated employee shall conduct proceed with an investigation as outlined below. In addition, a plan for interim measures, informed by the preferences of the complainant, shall be made.

FORMAL INVESTIGATION PROCEDURES:

Notify:

The Associate Director or designated employee(s) will notify in writing both the complainant and accused individual that:

1. an investigation has been initiated;
2. retaliation is prohibited;
3. all parties have certain confidentiality rights; and
4. they will be informed generally and in writing of the outcome of the investigation, although the complainant will not be informed of any specific employment action taken against the accused individual.

Initial Interviews

An interview of the alleged victim will be conducted as soon as possible following receipt of the complaint. The interview will ideally be conducted by two designated employees, one of which will be the Associate Director if at all possible. The interviewee may request an alternate interviewer at any time by notifying the Associate Director. The interview will be held in a safe and private place. The interviewers will seek input on interim measures to ensure the employee's safety and well-being during the investigation, such as separating the employees (if the complaint is regarding another employee) or taking a day or more off of work. An interview will then be held with the accused individual in accordance with these same procedures. These initial interviews will be held as soon as possible (within 48 hours if at all possible) following the initial complaint.

Further Investigation & Witness Interviews:

Both the complainant and the alleged perpetrator will have the right to identify witnesses and other evidence in support of their positions. Designated employees will conduct witness interviews as well as additional facts or available evidence will be documented in the confidential working investigation file. Follow-up interviews with the complainant and/or the accused may be requested. All employees are required to maintain confidentiality and cooperate fully with all aspects of the investigation.

Prepare Investigation Report:

The Associate Director shall prepare a final written report to include a statement of the findings of the investigator(s) as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment or other violations of canvass policies. This report will be provided to the Executive Director for assessment and determination of any disciplinary action.

Generally, the documents resulting from the harassment complaint and the resulting investigation will not be stored in any individual personnel file. Instead, such documents are stored in the confidential working investigation file that is accessible only by the VPIRG management on a need to know basis.

Standard Used to Assess Conduct:

In determining whether conduct constitutes a violation of this policy, the Executive Director shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns for behavior, the relationships between parties involved and the context in which the alleged incidents occurred. Evidence and witness interview notes will be reviewed. The organization will also consider the impact of off-work conduct on the work environment where direct harm to the welfare of organization can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another employee's ability to do their job. Whether a particular action constitutes a violation of VPIRG policy requires determination based on all of the facts and surrounding circumstances.

False Complaint:

Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action. There shall be no adverse action taken against a person for reporting a complaint when the person has a good faith belief that harassment occurred or is occurring.

Disciplinary Action:

If the allegation of harassment is found to be credible, the Executive Director will determine appropriate corrective action. The Executive Director or their designee will inform the victim and the accused person generally of the results of the investigation, although the victim will not be notified as to any employment action taken against the person accused. Any employee, supervisor, or agent who has been found by the employer to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from verbal warning up to and including dismissal.

If the complainant is dissatisfied with this employer's action, or is otherwise interested in doing so, they may file a complaint by writing or calling any of the following state or federal agencies:

- Vermont Attorney General's office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, Tel (802) 828-3171. Complaints should be filed within 300 days of the adverse action.
- Equal Employment Opportunity Commission, 1 Congress St, Boston, MA 02114, Tel (617) 565-3200 or 565-3204. Complaints must be filed within 300 days of the adverse action.

Both of these agencies conduct impartial investigations, facilitate conciliation, and if it finds that there is probable cause or reasonable ground to believe sexual harassment occurred, it may take the case to court. Although employees are encouraged to file their complaints of sexual harassment through this employer's complaint procedure, an employee is not required to do so before filing a charge with these agencies.

In addition, a complainant also has the right to hire a private attorney, and to pursue a private legal action in state court within 3 or 6 years, depending upon the types of claims raised.

4.8 Conflicts of Interest

The purpose of this policy is to ensure that decisions about VPIRG policy, operations and the use or disposition of VPIRG assets are made solely in terms of the benefits to VPIRG and are not influenced by any private profit or other personal benefit to the individuals affiliated with VPIRG who take part in the decision. In addition to actual conflicts of interest, board members and staff are also obliged to avoid actions that could be perceived or interpreted as being in conflict with VPIRG's interest.

Conflicts of interest may occur when VPIRG enters into transactions with not-for-profit organizations as well as those that are undertaken with profit-making entities. The best way to deal with this problem is to make known one's connection with organizations doing business with VPIRG, or organizations that are affected by policies that VPIRG advocates on, and to refrain from participation in decisions affecting transactions between VPIRG and the other organization. Such relationships do not necessarily restrict transactions so long as the relationship is clearly divulged and non-involved individuals affiliated with VPIRG make any necessary decisions.

Any staff member who may be involved in a VPIRG business transaction or policy decision in which there is a possible conflict of interest shall promptly report the possible conflict to a Fellow, who will in turn report the possible conflict to the Executive Director. If the possible conflict involves the Executive Director, the possible conflict shall then be reported to the President of the Board of Trustees.

The Executive Director or, where applicable, the President of the Board, after receiving information about a possible conflict of interest, shall take such action as is necessary to assure that the transaction or policy decision is completed in the best interest of VPIRG without the participation in discussion or decision-making by the person who has the possible conflict of interest. The Executive Director may, at their sole discretion, invite the person who has the possible conflict of interest into staff discussion on the issue where such participation is deemed valuable to the organization. (This does not mean that the purchase or other transaction or policy decision must necessarily be diverted, but simply that persons other than the one with the possible conflict shall make the judgments involved and shall control the transaction.)

Upon joining the staff, each staff member shall sign an acknowledgement form confirming receipt, understanding and commitment to this policy. A written record of any report of possible conflict and of any adjustments made to avoid possible conflicts of interest shall be kept by the Executive Director or, where applicable, the President of the Board.

Definitions

1. "Involved in a VPIRG business transaction" means initiating, making the principal recommendation for, or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction; or authorizing or making payments from VPIRG accounts. That language is intended to include not only transactions for VPIRG's procurement of goods and services, but also for the disposition of property, and the provision of services or space by VPIRG.
2. A "policy decision" means decisions by the Board of Trustees or the staff that affect the adoption of organizational positions related to VPIRG's advocacy agenda. These could relate to supporting or opposing particular legislation, initiating litigation, initiating educational, research or organizing projects, and publication or distribution of certain materials. "Policy decisions" may or may not involve the allocation of organizational resources to advance that decision.
3. A "possible conflict of interest" exists when an individual affiliated with VPIRG is a trustee, director, officer, employee, proprietary, or partner of an organization which is in some direct way affected either financially or operationally by policy decisions made by the VPIRG trustees or staff.

A "possible conflict of interest" is deemed to exist where the Trustee or staff member, or a close relative, or a member of that person's household, is an officer, director, employee, proprietary, partner, or trustee of, or, when aggregated with close relatives and members of that person's household, holds 1% or more of the issued stock in the organization which seeks to do business with VPIRG. A possible conflict is also considered to exist where such a person is (or expects to be) retained as a paid consultant or contractor by an organization which seeks to do business with VPIRG. Whenever a transaction will entail a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person's household, a possible conflict of interest would have to be presumed.

A “possible conflict of interest” exists when an individual affiliated with VPIRG has an interest in an organization which is in competition with a firm seeking to do business with VPIRG if the individual’s position gives them access to proprietary or other privileged information which could benefit the firm in which they have an interest.

A “possible conflict of interest” exists when an individual affiliated with VPIRG is a trustee, director, officer or employee of a not-for-profit organization which is seeking to do business with or have a significant connection with VPIRG or is engaged in activities which could be said in a business context to be “in competition with” the programs of VPIRG.

This policy statement shall be provided to each staff member. Each staff member will be asked to sign an acknowledgement concerning the reporting of potential conflicts of interest.

4.9 Nepotism

No applicant may be hired for a position that is supervised directly by another employee of their immediate family. In some cases, an applicant may not be hired for a position that is supervised by the supervisor of an employee who is a member of the applicant’s immediate family. Immediate family is defined as: children (natural, step or adopted), parents, grandparents, grandchildren, in-laws, or co-habiting partner. Exceptions to this policy require written approval from the Executive Director.

4.10 Confidentiality

It is VPIRG’s policy that information concerning the internal business affairs of the organization, including, but not limited to, organizational processes, technologies, records, personnel information, donor information, consultant or contractor information, and data, represent confidential proprietary information which are assets of VPIRG that each employee has a continuing obligation to protect (“Confidential Information”).

Confidential information is not to be discussed with anyone outside the organization except where required as part of an employee’s work, and only discussed within the organization as necessary for the performance of one’s duties. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about VPIRG, our employees, our board members, our members and donors, and other stakeholders. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees about their obligation to use discretion to safeguard internal organizational affairs. Employees may be required to execute separate confidentiality and/or non-disclosure agreements as a condition of their employment.

The financial information of contributors is confidential. You may not retain it and you may neither use nor disclose it for any purpose other than that for which it was intended. You may be held financially responsible for any lost income, or for impeding the performance of another canvasser. Violation of any of these policies can result in termination.

4.11 Trade Secrets and Non-Compete Terms

During your training for this position and employment in it, canvass staff members will learn trade secrets of VPIRG, developed for the exclusive use by VPIRG for its benefit. All related training

materials, manuals and systems were developed at great expense and effort of VPIRG. Any and all memos, forms, programs, materials, procedures and/or practices, whether or not contained in clearly marked manuals, are highly confidential and constitute the confidential information and trade secrets of VPIRG. Disclosure of confidential information and/or trade secrets outside of VPIRG could cause irreparable harm or damage.

All VPIRG staff members must agree to keep confidential and not disclose trade secrets and confidential information. They must also agree not to use these trade secrets and confidential information for their own or others' benefit. Further, they agree not to copy, transmit or transfer materials from any manuals or training materials except as necessary for the performance of their job with VPIRG.

All staff members must agree for one year following termination of employment with VPIRG not to be employed by any other organization in a management or supervisory capacity in connection with a street, door-to-door or other citizen outreach campaign, except as may be approved in writing by the Executive Director of VPIRG. Further, staff members agree for one year following termination of employment with VPIRG not to seek out and induce, on their own account or for any other entity, any employee of VPIRG to leave their employment or to breach their covenants not to complete and not to disclose trade secrets and confidential information.

These trade secret and non-compete terms are severable agreements. If any agreement is found to be unreasonable, then the parties intend that agreement to remain in force to the extent reasonable, and other agreements remain fully in force.

By signing off on the Trade Secrets/Non-Compete line on the signatory page of these policies, you indicate your agreement to the terms and policies as outlined above.

5. General Operations and Policies

5.1 Return of Property

Employees are responsible for VPIRG equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Computers, tablets, electronic media, cell phones and equipment
- Intellectual property (e.g., written materials, work products)
- Promotional and educational materials (e.g., brochures, reports, banners)
- Personal network contacts with donors and members that were developed during the period of employment with VPIRG.
- Bikes and rental trucks

In the event of separation from employment, or immediately upon request by the Canvass Directors or their designee, employees must return all VPIRG property that is in their possession or control. Where permitted by applicable law(s), VPIRG may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required, but only down to a limit of Vermont's minimum wage for non-exempt employees. VPIRG also may take any action deemed appropriate to recover or protect its property.

5.2 Office operations

The Canvass Office is located at 94 Colchester Ave., Burlington, VT. Beginning in July, the office will generally be open Monday-Thursday from 9:00 am until 11:00 pm and Friday from 9:00 am until 5:00 pm. The office is closed on Saturdays and Sundays. Canvassers are expected to arrive at the office and be ready to start their work day promptly at 1:00pm (unless otherwise instructed).

Canvassers are expected to treat the office with respect at all times. Canvassers should not store personal items at the office overnight. VPIRG is not liable for damage or theft to any property left in/at the office, including bikes. Canvassers are expected to be mindful of noise levels in the office, as we do not wish to disturb other building tenants. Canvassers are expected to leave the office promptly after cashing out.

As per our lease agreement, we must ensure that noise levels and property damage are kept at an absolute minimum. We not only have a neighbor who operates above our space, but neighbors on both sides who either run a business or live there. We, and the landlords, understand that with a high-pace environment, noise levels might elevate throughout the afternoon. However, there is a zero-tolerance policy for unnecessary screaming or shouting that might disturb others whom we share the space.

In the case that damage is done to the property in anyway, you must inform a Canvass Director so we can promptly inform the landlords. This will not threaten your position in the canvass in any way, as long as it was accidental, but we must ensure that the property owners of any serious damage the moment it occurs.

5.3 Parking

There are parking spots at the office. Most are reserved for rental trucks and Directors. Personal car drivers may temporarily use the parking lot behind the office, but may not park overnight or throughout the day if they are not driving to turf.

5.4 Dress

Once the door canvass begins, you will receive uniform VPIRG T-shirts with our organizational logo for canvassing use only. Weather permitting, you are required to wear this uniform T-shirt while canvassing. You may not smoke while wearing any organizational apparel.

5.5 Environmental Practices

As an organization committed to protecting the environment, VPIRG supports the purchase of environmentally friendly, recycled and/or renewable products whenever possible. To this end, staff shall consider these options for purchases whenever possible. While budget constraints must be considered, it shall be the preference of VPIRG to choose the products and/or services that offer the greatest possible environmental benefit. This may include but is not limited to the following types of purchases and/or behaviors:

- Paper products – encouraging the use of post-consumer recycled paper
- Cleaning supplies – minimizing the use of harsh chemicals in favor of natural cleaners
- Temperature control – reducing the use of heating/cooling systems within tolerance and turning off air conditioners or turning down the heat during non-work hours

- Conservation practices – ensuring that equipment, lights, and other electronics are turned off when not in regular use
- Appliances and equipment – seeking high standards of energy efficiency in all new purchases of appliances and equipment
- Proper use of recycling and composting waste disposal options.

6. Compensation

6.1 Pay Periods

The canvass pay period is a 1-week cycle that runs from Saturday through Friday. Seasonal canvass staff are paid every Friday for the week prior; year-round canvass staff are paid on the standard twice monthly schedule. Therefore, you will not receive your first paycheck until your second Friday on staff. If a holiday falls on a scheduled payday, you should expect to be paid the following Monday. Staff are encouraged to sign up for direct deposit, as there will be no option for timely pickup due to the Governor's Stay Home Stay Safe order. If you are unable to receive checks by Direct Deposit, you may have your checks mailed to you.

6.2 Base Pay

- **Canvassers:** Canvassers will be paid a Base Pay rate of \$13/hour. Canvassers in good standing are also eligible to earn canvasser incentive pay.
- **Veteran Canvassers:** Veteran canvassers will be paid a Base Pay rate of \$14/hour, eligible to earn canvasser incentive pay.
- **Field Managers:** Field managers will be paid a Base Pay rate of \$15/hour with an opportunity for incentive pay.
- **Senior Field Manager:** Senior Field manager will be paid a Base Pay rate of \$15.50/hour with an opportunity for incentive pay.
- **Data Assistant:** The Data Assistant will be paid an hourly rate, determined by the Executive Director or their designee.
- **Assistant Canvass Directors (non-Fellows):** Assistant Canvass Directors (non-Fellows) will be paid a weekly salary, determined by the Executive Director or their designee.
- **Canvass Directors (Fellow):** Assistant Canvass Directors who are Fellows will be paid a semi-monthly salary, determined by the Executive Director or their designee.
- **Bike Technician:** Bike Technicians will be paid an hourly rate, determined by the Executive Director or their designee.

Overtime: Nonexempt employees shall be paid one and one-half times their regular rate of pay for all hours actually worked in excess of 40 hours in one work-week. Overtime must be approved by the **Coordination Director prior to being incurred.**

Holidays and time taken off for personal reasons do not count towards hours worked in a work week. The VPIRG workweek is defined as the seven consecutive 24 hour periods starting Saturday at 12:01 a.m. and ending Friday 12:00 p.m.

6.3 W-2 and Final Paychecks

VPIRG will mail your W-2 form for the previous calendar year each January to the address you provide on your W-4 form. If your address changes, please fill out a new W-4 form or email the

change to accounting@vpirg.org. If you do not receive your W-2 by the end of January, please request a copy by emailing accounting@vpirg.org.

6.4 Questions About Pay

When paychecks are created, a detailed description of pay is prepared and available for review at any time. Any employee who has questions about pay should address questions to the Coordination Director (Marcie).

6.5 Incentive Pay

See attached incentives schedule relevant to your position.

6.6 Driver Pay

VPIRG appreciates when canvassers elect to use their personal vehicle to drive a team to turf. Drivers using personal cars for canvass travel to turf should observe all driving policies (see below) and stay within established mileage limits for turf sites. Drivers will be compensated for miles driven, within established limits, at a rate of \$0.56/mile to cover gas, maintenance, wear and tear. Drivers will receive an additional \$5/day for their service. Canvassers who pay for gas for canvass rental cars will be reimbursed based on actual gas costs documented with receipts.

6.7 Worker's compensation

VPIRG shall pay the entire cost of Workers' Compensation for all employees. Employees should report any work-related injury they have suffered to the Field Manager immediately and to a Canvass Director as soon as possible upon returning to the office.

7. Attendance and Leave Time

7.1 Attendance

Virtual Canvass:

You are expected to be on Microsoft Teams for the entirety of your scheduled shifts, with everything you need to be ready for the day. If you are going to be unavoidably late or absent, you must call the Coordination Director (Marcie) by 10:00 a.m. Canvassers who fail to provide advanced notice of an absence will be considered not in good standing. Two unexcused absences will result in termination, at the discretion of the Fellows.

Door Canvass:

You are expected to be at the office on time for your scheduled shifts, with your clipboard and materials ready for canvassing. If you are going to be unavoidably late or absent, you must call the Coordination Director (Marcie) by 10:00am. Canvassers who fail to provide advanced notice of an absence will be considered not in good standing and will lose one day of incentive pay. Three unexcused absences will result in termination, at the discretion of the Canvass Directors.

Always come to work prepared for the weather. We will work in bad weather, including rain. A Canvass Director, or in certain cases the Field Manager, may deem conditions unsafe for canvassing (i.e. hail). If a canvasser has traveled to turf prior to the work day being cancelled due to unsafe

conditions, the canvasser will be compensated at the Base Pay rate for the portion of that day they work prior to returning to the office and clocking out.

7.2 Vacation/Leave Time

During the door canvass, in recognition of a four day work-week, our expectation is that employees will take advantage of the three day weekend for any vacation time or personal needs, unless a non-exempt employee wishes to use a personal day for one of the reasons enumerated in this manual.

If additional time is needed, canvassers in good standing may request one day off per every 16 days (4 weeks) worked. Time off requests shall be submitted to the Coordination Director for prior approval. Approval of excused absences are made solely at the discretion of the Fellows. Excessive lateness or absenteeism may result in disciplinary action. This may include suspension or termination. Time taken off for a personal reason (even if excused) by a nonexempt employee shall not be paid. The first strike for excessive time off is losing 3 days of socialized incentive pay. The second strike is losing 6 days of socialized incentive pay.

7.3 Holidays

The virtual canvass will not be operating on Memorial Day (Monday, May 31st). This is an unpaid holiday for all seasonal staff.

7.4 Personal leave

Exempt employees are expected to work as much as is necessary to perform their jobs well. Personal days are intended to be used as necessary when illness, appointments or other unforeseen personal matters requiring one's absence arise.

Staff members are required to request personal days off **in writing in advance** to the Coordination Director (Marcie) for prior approval. In the case of emergencies or short-notice need to use a personal day, the staff member must notify the Coordination Director via phone by 10:00 a.m.

7.5 Family leave

VPIRG adheres to all federal and state laws regarding family leave. Paid family leave is not available to seasonal or temporary employees. Employees with questions about family leave should speak with the Associate Director.

8. Technology

8.1 Computers and other equipment

This section sets forth some important rules relating to the use of VPIRG's computer, data and communications systems. These systems include computers provided to and/or used by employees, centralized computer equipment, all associated software, and VPIRG's data, telephone, voice mail, electronic mail, and online communication systems.

VPIRG has provided these systems to support its mission. No use of these systems should ever conflict with the primary purpose for which they have been provided, VPIRG's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. In the case of a network emergency where the critical operations of office systems may be compromised, VPIRG retains the right to immediately access

and/or delete without prior notification any and all personal files residing on the office network or equipment.

All data in VPIRG's computer and communication systems (including documents, other electronic files, e-mail and recorded voicemail messages) are the property of VPIRG. VPIRG may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in VPIRG's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to VPIRG. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

VPIRG's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, religion, creed, color, national origin, age, gender, gender identity, sexual orientation, disability, genetic information, marital/civil union status, ancestry, uniformed service/veteran's status, having a positive test result on an HIV blood test and/or any other legally-protected classification. Similarly, VPIRG's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

VPIRG reserves the right to periodically audit its systems, including servers, desktop computers, e-mail and Internet access, to determine whether there is evidence of abuse or misuse. In the event that a staff member has been found to misuse or abuse the technology, networks or systems provided by VPIRG, these rights may be limited or revoked, including limiting access to files, services or programs. Employees who abuse or misuse any VPIRG technology will be disciplined, up to and including immediate termination.

8.2 Personal Electronic Devices

VPIRG has a supply of 'loaner phones' that will be sent to all canvassers and Assistant Directors that do not have phone numbers with an (802) area code. If you have your own cellular phone or smart phone, you may use it for Hustle texting but please use the loaner phone for phone calling.

In each case, if you are connected to VPIRG's IT system or have access to confidential VPIRG information (i.e. member contact information), you must notify the Communications and Engagement Director, who will supply guidelines for the security settings required for devices with access to VPIRG information. This will ensure that security measures as required by VPIRG are in place, which may include but are not limited to strong passwords, automatic locking after periods of inactivity, antivirus and protective software, coordinating any required routine backups of data, compliance with encryption requirements, separation of work and personal data, and remote wiping of the device. Devices that store data to internet resources (iCloud, etc.) should not store VPIRG email, calendaring, or texting.

Registration and use of a personal electronic device by an employee for the purpose of carrying out VPIRG work also requires consent from the Communications and Engagement Director, in consultation with the Executive Director and the Associate Director, to access, inspect, monitor and delete VPIRG work data from the employee's device. Employees may be required to surrender their registered, approved personal devices used for work for VPIRG's inspection and removal of VPIRG data and records at any time (including for the purposes of an internal or external investigation,

litigation preservation, discovery of documents, or IT servicing) and at the termination of employment to ensure that all VPIRG data is removed.

If an employee loses a personal electronic device registered and approved for purposes of carrying out VPIRG work, it is critically important to advise the Communications Director of that fact immediately.

After VPIRG's registration and connection requirements are met, an employee may not use a personal device via unsecured Wi-Fi hotspots or share the device with others.

Hourly employees must not use their devices for work purposes, e.g., exchanging emails, outside of regular work hours without the specific written permission of their supervisor as such use often constitutes compensable work time.

Employee use of a personal electronic device to carry out VPIRG work is a privilege, not a right, and the Communications and Engagement Director may refuse to grant this privilege if, in their sole discretion, the device in question is not suitable for connection with the VPIRG's IT system or for other reasons as directed by management. The Communications and Engagement Director may also revoke the privilege if an employee fails to comply with this policy, and there may be disciplinary consequences for such policy violations up to and including the termination of employment.

If, after meeting these requirements, an employee elects to use a personal device, then the employee consents to have VPIRG data removed from the device upon request by the Communications and Engagement Director and to cooperate with VPIRG in doing so.

All staff members who will be using their personal devices while working for VPIRG are required to agree to the below policies.

1. VPIRG is not responsible for the cost of any routine maintenance or repairs necessary due to normal wear and tear of my personal device (i.e. cellular phone, laptop, tablet).
2. VPIRG will not cover the costs of any damage to or theft of my personal device that occurs when this property has been left outside the office either during or outside of work hours.
3. VPIRG will not cover the cost of damage to my personal device that was not handled properly, included drops resulting in shattered screens or any water damage.

8.3 Software and intellectual property

VPIRG computer networks and systems provide access to authorized licensed software and services. Use of these systems should be consistent with end user licenses and/or fair and acceptable use policies. Users are responsible to respect copyright agreements and intellectual property ownership. Any material that is the work of another, whether explicitly copyrighted or not, should not be distributed by a user without appropriate acknowledgement and/or permission of the creator; unless permission has been granted by the owner of copyright protected materials, distribution of copyright protected material via the VPIRG network or computer systems is prohibited. Staff shall not install unlicensed software on their computers or use VPIRG equipment to access content or files without proper authorization. Staff violating these rights will be subject to disciplinary actions and are fully liable for any legal action taken on behalf of the intellectual property owners.

All VPIRG network resources and computers and other VPIRG-issued and supported electronic devices are the property of VPIRG. By using these resources, computers, machines and electronic devices belonging to VPIRG, employees waive any and all privacy rights that they may have when they use these resources, computers, machines or devices. VPIRG owns all information and communications created, received or stored on any system, network, computer and mobile device provided or supported by VPIRG. VPIRG has the right to access, monitor, review and retain all communications and information created, received or stored on any system, network, computer and mobile device provided or supported by VPIRG, including emails, texts and other web activities, and by using these resources, computers, machines and devices, employees consent to such actions by VPIRG. Use of VPIRG's systems, networks, computers and mobile devices provided or supported by VPIRG is subject to VPIRG policies and all applicable laws.

8.4 Email

All staff will be issued a VPIRG email address. The purpose of this policy is to ensure the proper use of VPIRG's email system. All messages distributed via VPIRG's email system, even personal emails, are property of VPIRG. VPIRG has the right to access, monitor, review and retain all communications and information created, received or stored on any system, network, computer and mobile device provided or supported by VPIRG, including emails, texts and other web activities, and by using these resources, computers, machines and devices, employees consent to such actions by VPIRG. Passwords should not be given to other people and should be changed once per quarter. Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Any communications that would be improper or illegal on any other medium are equally so on the computer: libelous material, obscene messages, harassment, forgery, threats, etc. Users must take the same care in drafting an email as they would for any other professional communication. Confidential information should not be sent via email.

8.5 Internet

Computer access to the Internet is provided to employees to support its mission. No use of the Internet should conflict with the primary purpose of VPIRG, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

VPIRG may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of their usage of the Internet. In addition, VPIRG may restrict access to certain sites that it deems are not necessary for business purposes.

VPIRG's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.

8.6 Information security

Information security and the security of the networks and systems of VPIRG is the shared responsibility of all users. Users assume personal responsibility for the use made of their computer accounts. This responsibility begins with selecting a secure password, and involves maintaining the confidentiality of that password and changing the password regularly in order to assure the continued security of your account. To that end, users shall take care in the creation and rotation of network and email passwords. Passwords should contain a mix of numbers and letters and should not be written down and displayed near one's computer. Users are expected to change their passwords at least once per quarter. If you believe that someone has made unauthorized use of your account, you should change your password immediately and report the incident to your supervisor immediately.

All passwords for computer-based networks and systems including email must be made known to VPIRG management upon request. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

9. Separation

9.1 Layoffs

Layoffs resulting from position elimination due to reorganization or financial considerations shall be determined by the Executive Director. Any employee so affected shall be given as much notice as possible.

9.2 Termination

VPIRG is an at-will employer. Employees, including temporary and seasonal employees, may be terminated at any time with or without notice. No employment contract or agreement shall undermine or otherwise alter the at-will arrangement.

10. Finances and Reimbursement

10.1 General expenses

VPIRG seeks to conduct its operations in a fiscally sound, equitable and prudent manner. The Associate Director manages the overall operating budget for the organization, the canvass budget and program budgets. **Employees are required to get approval from a Canvass Director prior to incurring costs. VPIRG is not responsible for costs incurred without prior approval. All reasonable work-related expenses incurred directly by VPIRG staff members will be reimbursed upon submission of a properly completed expense report form to the Coordination Director (Marcie)** including the submission of original invoices or receipts. Reimbursement requests are due within one week of costs being incurred. If requests for

reimbursement are made after this timeframe, reimbursement of costs is at the discretion of the Canvass Directors. Reimbursement checks are issued every week, coinciding with pay days.

10.2 Travel

VPIRG employees will be reimbursed for mileage on a per mile basis for business use of their private vehicles. The rate for reimbursement is set by the Executive Director and periodically updated to reflect inflation. For 2021, canvass mileage will be reimbursed at a rate of \$0.58/mile. This is intended to cover gas, insurance, overhead costs and wear and tear of personal vehicle use. Employees will also be reimbursed for tolls and parking fees, when substantiated by receipts. VPIRG is not liable for parking fines or traffic tickets incurred while using either a personal vehicle or a canvass rental vehicle being used for VPIRG business. VPIRG does not reimburse for mileage driven to and from work at the start or end of a workday.

Personal car mileage expenses are captured each night as part of the sign-out process. Personal car mileage should be reported at the end of every canvass day when a canvasser cashes out with their Field Manager. The Field Manager shall record the daily mileage, driver, and vehicle on the daily crew sheet. If personal car mileage is reported after this timeframe, reimbursement of costs is at the discretion of the Canvass Directors. Reimbursement requests for tolls, parking fees, or rental car gas are due within one week of costs being incurred. If requests for reimbursement are made after this timeframe, reimbursement of costs is at the discretion of the Canvass Directors. Reimbursement checks are issued every week, coinciding with pay days.

11. Bike Policies

11.1 General Bike Safety Policies

VPIRG canvassers frequently canvass on bicycles in more rural parts of Vermont where it would be impractical to walk from door to door. All canvassers are required to be able to safely operate a bicycle and should expect to be assigned to a “bike turf” on any given canvass day.

These bike safety policies apply to all VPIRG staff. Staff members are required to inform a Director immediately if they become aware of any violation of these policies by VPIRG staff. Failure to abide by these policies may result in disciplinary action, legal action and/or termination.

- 1. Employees are required to wear safety helmets at all times when biking for canvass purposes.**
2. Employees are required to observe traffic, bike and pedestrian laws at all times.
3. Employees are responsible for ensuring the safety of their bike equipment prior to use. If you have any concerns about the safety of equipment, you should bring it to the attention of a Canvass Director immediately and in all cases before leaving the canvass office for turf.
4. Employees should not operate cell phones (including texting) while operating a bicycle. If you need to make a call or send a message, pull over and stop.

11.2 VPIRG-provided Bike Policy

While VPIRG encourages employees to utilize their personal bikes for canvassing (see below), VPIRG maintains a small fleet of its own bikes for use by canvassers as needed. If a canvasser is using a VPIRG-issued bike, they will be assigned a specific bike for use. The canvasser is responsible for ensuring the working condition of the bike prior to departing for turf. If the canvasser has any concern about the working condition of the bike, they should alert the Logistics Director

immediately. A Director will either verify the working condition or issue you a different bike in working condition.

Any accidents involving a VPIRG bike should be immediately reported to the canvasser's FM and to a Canvass Director upon return to the office. At the end of the canvass day, the canvasser will be responsible for returning the bike to VPIRG garage as part of the sign out process. At that time, the canvasser will be asked to report the condition of the bike, noting any mechanical problems and/or need for repairs. Accidents happen and reasonable wear and tear is expected. This verification process enables VPIRG to flag bikes needing service before they end up on turf. A Director will verify the condition of the bike the following day, and work with the Bike Technician to maintain the fleet and provide repairs as needed. If any unreported damage is found, a Canvass Director will be notified. Failure to report damage to VPIRG bikes may result in disciplinary action, including the revocation of incentive pay, at the discretion of a Canvass Director.

11.3 Personal Bike Policy

VPIRG owns and maintains a number of bicycles for this purpose, but canvassers can also choose to use their own bicycle for canvassing. If you choose to use your own, bike, thank you – if canvass staff members did not offer to ride their bikes on turf, VPIRG would not be able to reach as many Vermonters as we do.

All staff members who will be using their personal bikes and or/bike racks while working for VPIRG are required to agree to the below policies.

- 1.VPIRG is not responsible for the cost of any routine maintenance or repairs necessary due to normal wear and tear of my bicycle and/or bicycle rack.
2. VPIRG will not cover the costs of any damage to or theft of my bicycle and/or bicycle rack that occurs when this property has been left outside the office either during or outside of work hours.
3. VPIRG will cover the cost of damage to my bicycle and/or bicycle rack that occurs during car transport to and from canvassing turf, only if the bicycle and bicycle rack were loaded properly onto the vehicle on which they were traveling, as determined by a Canvass Director. I understand that VPIRG will not cover any losses to equipment that was not loaded properly.
4. VPIRG may reimburse/compensate canvassers, up to a maximum amount of \$200, for repairs of accidental damage or loss of a personal bike used for canvassing, assuming all policy guidelines have been followed. Determination of reimbursement/compensation is at the discretion of the Canvass Directors.

12. Driving Policies

VPIRG canvass teams often drive to the turf they will canvass. Over the course of the summer, VPIRG canvassers will log many hours travelling around the state. VPIRG provides rental cars for canvass teams to use to travel to turf for canvassing purposes. VPIRG also allows and encourages the use of personal vehicles to transport canvass teams to turf. This brings a measure of efficiency and comfort to canvass travel and helps keep down costs.

12.1 Driver Authorization

In order to be eligible to drive as part of canvass work, an employee must first receive written authorization from a Canvass Director. Authorization is given to employees in good standing who have completed the Driver Authorization Form and provided the required documentation, including a copy of their valid driver's license, enabling VPIRG to certify that they have a reasonably unblemished driving record. Because of insurance purposes, VPIRG retains the right to prohibit a staff member from driving as part of their work duties. If the employee intends to use their personal vehicle, they must also provide a copy of the vehicle registration and proof of insurance. Furthermore, all drivers must initial the Driving Policy Acceptance of Terms on the signatory page of these policies. Drivers understand and will allow for periodic inspections of their vehicles by VPIRG staff in order to make sure that they meet VPIRG standards for safety.

12.2 Motor Vehicle Safety Policies

These motor vehicle safety policies apply to all VPIRG staff, including both drivers and passengers. Staff members are required to inform a Director immediately if they become aware of any violation of these policies by VPIRG staff. Failure to abide by these policies may result in disciplinary action, legal action, and/or termination.

1. Vehicles, both rental cars and personal cars, may only be operated for canvass purposes by employees who have completed the driver authorization form and have been authorized by a Canvass Director.
2. Drivers must be at least 18 years old for personal cars and at least 21 years old for rental cars.
3. Drivers must obey all laws governing the operation of motor vehicles at all times.
4. Any and all use of cell phones, including texting, is strictly forbidden by drivers while operating a vehicle. If you need to make a call, stop the car in a safe and legal location off the road. All handheld cell phone usage while driving is illegal under Vermont state law.
5. The use of marijuana, drugs or alcoholic beverages in any vehicle, and the driving after consumption of or under the influence of marijuana, drugs or alcohol, is prohibited for drivers and passengers and will result in immediate termination.
6. Drivers and passengers must wear seat belts at all times, whether or not mandated by state law. Driving privileges will be revoked for any driver refusing to enforce this requirement.
7. No driver may operate a vehicle for more than four consecutive hours without a break.
8. In the event of weather conditions that may present driving hazards, employees should consult local or state police departments for information concerning road conditions and weather-related hazards. If in doubt, an employee who is driving should stop the car in a safe and legal location off the road, ensure the safety of all passengers, and telephone their supervisor as soon as possible.
9. Drivers should never operate a vehicle through flooded road conditions. If a road becomes flooded or unpassable, an alternative route should be sought.
10. Whenever possible, every vehicle should have a designated navigator to assist the driver. If a driver needs to consult a map or directions, they should pull over to do so in a safe and legal location off the road.
11. Drivers should not lead or take part in any skills-building or training while driving.
12. Drivers must operate vehicles with headlights on at all times.
13. Rental cars and personal cars being used for canvass purposes should be used solely for work-related purposes and only transport canvass employees only during these times.

14. Reckless or dangerous driving will not be tolerated. If a canvass staff member is found to have driven dangerously and/or violated these driving policies, they may be subject to disciplinary action up to and including termination.
15. VPIRG is not liable for any parking tickets or moving violations incurred by an employee while driving for the canvass. The driver remains solely liable for any fines or penalties incurred.

12.3 Use of Personal Cars

Licensed canvassers who own personal cars that are properly registered and insured are encouraged to consider using their personal vehicle for canvass travel. In recognition of this decision, VPIRG will compensate approved canvass drivers for use of their personal vehicle at a rate of \$0.56/mile driven, within established travel limits for each destination. This compensation is intended to cover the cost of gas, regular maintenance and repairs, depreciation and insurance. Personal car drivers will also receive an additional \$5/day for their service.

Prior to the use of a personal vehicle for canvass travel, the employee must complete the Driver Authorization form and be approved by VPIRG as an authorized driver. In addition, the employee is required to provide VPIRG the car's registration and proof of insurance. A Canvass Director will conduct an initial physical inspection of the vehicle to be used to ensure it is in good, safe working condition, registered and insured. The Canvass Directors will conduct periodic physical inspections and re-verification of insurance and registration status throughout the summer to ensure continued compliance.

Canvassers who allow their personal car to be used for canvassing purposes are responsible for any and all damages or liability that arises as a result of the use of their car. By initialing the Personal Car Use Acceptance of Terms on the signatory page of these policies, the canvasser acknowledges and agrees to the following terms:

- The employee will only provide their car for use if it is registered, up-to-date with all legally-required inspections, safety equipment is in good working order, and the car in general is in good working condition.
- The employee acknowledges that they are under no obligation to allow their car to be used, nor will they receive any special considerations other than the compensation noted in these policies.
- The employee acknowledges that if they are not the listed owner of the vehicle (i.e. the vehicle is owned by their parent(s)), the employee certifies that they have received approval from the vehicle's owner to use the vehicle for canvassing purposes.
- The employee certifies that their vehicle is properly insured for these purposes and agrees that their personal insurance will be primary to any insurance carried by VPIRG.
- The employee should notify their insurance company that they will be using their vehicle for work. They should ensure that their insurance will cover their vehicle if there is damage while it is used for work-related activities.
- The employee acknowledges that VPIRG's insurance will not cover damage to the employee's vehicle. They will need to rely on their own insurance for damage to their vehicle.
- VPIRG is not responsible for the cost of any routine maintenance or repairs necessary due to wear and tear of an employee's car that occurs during work.

- Employees who drive their personal vehicles should use their own judgement about road conditions. They should not drive on any roads that they feel could damage their personal vehicle.
- **VPIRG will not cover the costs of any damage to or theft of an employee's car and/or bicycle rack that occurs when the employee's car is used for work or during a VPIRG camping trip.**

12.4 Use of Rental Cars

In addition to personal cars, many crews will travel to turf in cars rented explicitly for this use by VPIRG. VPIRG is liable for any damage to these rental vehicles, and while we have insurance, without proper care and oversight, damage to rental vehicles due to misuse and neglect could quickly run into the thousands of dollars. In order to prevent that, Field Managers and rental car drivers are held responsible for the proper use of and care for rental vehicles used to transport their crews to turf. This includes, but is not limited to:

- Overseeing the careful loading and unloading of bikes and other equipment.
- Driving safely and responsibly (if they are the driver) or ensuring their crew's driver drives safely and responsibly.
- Ensuring the vehicle is parked in a safe and appropriate place while their crew is on turf.
- Ensuring their crew's behavior in the vehicle will not lead to potential damage.
- Ensuring that rental vehicles are used solely for work purposes.

When crews are sent off each day, a Canvass Director will visually inspect each rental vehicle with the FM and driver it is assigned to for the day and note any pre-existing damage, which the Director and FM/driver will sign off on. At the end of the day, the FM/driver is responsible for returning the vehicle in the same condition it left. Any damage incurred during the day should be reported immediately to a Canvass Director upon their crew's return. If there is no new damage to the vehicle, the FM/driver will sign off with a Canvass Director that that is the case as part of the sign-out process at the end of the night. Each morning, a Canvass Director will do a visual inspection of all rental vehicles taken out the previous day to confirm the FM/drivers' reports from the prior evening.

If any rental vehicles are damaged, the FM/driver responsible for the vehicle on the day in which the damage occurred will file an Incident Report Form with a Canvass Director immediately on the morning following the damage, or the next business day if the damage occurs on a Thursday.

The first time an FM/driver is responsible for damage to a vehicle, they will lose incentive pay for one day. After a second incident, the FM/driver will lose incentive pay for three days. If a third incident occurs, the FM/driver will lose incentive pay for five days, be immediately demoted, and incur other penalties at the discretion of the Canvass Directors. In extenuating circumstances where the damage was clearly outside the FM/driver's control (as determined by the Associate Director in Montpelier), these penalties can be waived or reassigned to other canvassers, as appropriate, at the discretion of the Associate Director. All of these policies also apply to directors driving rental vehicles.

14. Health and Safety

Safety is extremely important and safety rules must be strictly observed by all canvassers. All staff members are required to abide by safety measures and policies outlined here regarding driving, biking and camping canvasses. If you feel unsafe at any time, please report the problem to a Canvass Director. Failure to abide by or report possible violations of the policies referenced throughout this document may be grounds to disciplinary action, legal action and/or termination.

It is important to VPIRG that all employees be mindful of their own personal safety as well as the safety of their colleagues. The In-Directors (Director based in the home office on any given canvass day) are the Chief Safety Officers for the day and will be responsible for documenting and reporting any and all safety-related incidents to the VPIRG Canvass Director. The Field Manager or crew leader is the Field-based Safety Officer for their crew when traveling to/from and while on turf. The Field Manager/crew leader is responsible for enforcing compliance with all policies outlined herein.

Each Field Manager shall be equipped with a safety kit that they are required to bring daily to turf and on any camping trips. This kit may include: first aid kit and other supplies. Field Managers are responsible for distributing safety materials to all canvassers and ensuring that all crew members have a working cell phone prior to dropping off canvassers on turf.

14.1 Avoiding and reporting dangerous situations

VPIRG puts the safety of its employees first. The most important policy that we have when it comes to safety is “if you don’t feel safe, leave immediately”. This applies to all situations: growling dogs, uninviting homes, aggressive people, anything. As a canvasser, you must know that your safety is valued far and above any possible contribution you may receive or interaction you might have.

Every canvasser must have a charged cell phone and know the phone numbers of their driver, FM and the In-Director for the day. VPIRG has a supply of flip-phones should staff not have a working cell phone for the day. In a situation where a canvasser feels the area they are in is unsafe, or they are injured in any way, the canvasser should immediately call the FM, describe their situation, and tell the FM precisely where they are. The FM will contact the driver immediately, who will stop canvassing and come pick the canvasser up. Both the driver and the FM will have maps of the area and know the quickest route for pick up.

All incidents on turf relating to safety or accidents must be immediately relayed to the FM who in turn will contact the In-Director and Canvass Director immediately. In the event of an accident, the canvasser must fill out paperwork with a Canvass Director as soon as possible upon returning to the office, but in any case within 48 hours. A Canvass Director will work with employees to file an Incident Report Form and a for worker’s compensation form if necessary.

All employees will also be provided an emergency contact card that contains the contact information for all directors, the Burlington canvass office and the Montpelier office in case of an emergency.

14.2 Preventing injury

The best way to avoid injury is to abide by all policies outlined in these personnel policies. While not all accidents can be prevented, VPIRG policies have been designed to minimize employee exposure to common dangers canvassers may face. Please refer to the bike and car policies for

specific guidance in these areas. Canvassers are required to fill out an Injury Report Form for any injuries that break the skin, regardless of severity.

All canvassers should fill out an Incident Report Form with a Canvass Director if they experience any of the following situations:

- Any injury incurred during work hours
- Any police interaction
- Personal bike/vehicle damages
- Dangerous/aggressive interaction at the door (need to mark the door “do not canvass” or DNC)
- Harassment or any form discrimination based on race, sex, sexual orientation, gender identity, or any other identity as a member of a protected class
- Any situation that a director(s) deem merit and incident report

All canvassers are required to watch the bike safety and dog interaction videos after their T2 day, and complete the T3 (Safety and Situational Awareness) training.

14.3 Heat Exhaustion

Heat exhaustion is caused by the loss of body salt, and sunstroke occurs when the body mechanism is not able to keep the system cool. Following are the symptoms and steps one should take to recognize and aid the victim.

Heat Exhaustion: The first signs are dizziness, weakness, headache, blurred vision, nausea and staggering. The face of the victim becomes pale and sweating is profuse, the pulse is weak and breathing shallow. If not given aide, the victim may become unconscious. Immediately remove the person to a place where air is circulating freely. Make the person lie down and keep them warm. If the person is conscious, add a teaspoon of salt to a pint of water and give to the victim in small sips.

Sunstroke: The victim develops a severe headache and the face is red, skin is hot and dry, there is no sweating, and pulse is very rapid. The fever may be 105 to 106 degrees F, and lead to convulsions, coma and sometimes in extreme heat, death.

A person with the above symptoms should see medical personnel immediately. While medical help is called for, place the person in the shade, loosen the clothing and cool the victim with the best means available. If the body temperature begins to drop dramatically, cover the person with a light blanket so that no convulsions or severe shivering occurs.

Sunstroke can be avoided by wearing lightweight, loose and well ventilated clothing. When working in severe heat, replace body fluids and salts lost through perspiration with adequate beverages prescribed for outside and hot work environments. Small snacks such as nuts or energy bars can be helpful as well.

14.4 Dog Bites

How do you avoid getting bit by a dog? Start by never approaching an unfamiliar dog, especially one that is tied or confined behind a fence or in a car. Don't pet a dog without letting it see and sniff you first. Never turn your back to a dog and run away. A dog's natural instinct will be to chase you. Don't disturb a dog while it's sleeping, eating, chewing on a toy, or caring for puppies. Be cautious around

strange dogs. Always assume that a dog who doesn't know you may see you as an intruder or a threat.

- Let the dog come to you on its own terms, don't approach a dog
- Never startle a dog in the yard
- Stay relaxed, keep your body loose, and smile—all signs you're not a threat to the dog
- If an owner is around, always ask before petting a dog
 - If owner says it's ok, greet the dog by slowly extending your arm below the dogs head and give it the chance to sniff you
- Avoid direct eye contact with the dog
- Stand straight or squat down, never crouch over a dog
- Let the dog come to you on its own terms
- Never put your face near a dog's face, even if the owner is present, and gives permission to pet said dog.

Pay attention to the dog's body language

Put a safe amount of space between yourself and a dog if you see the following signals indicating that the dog is uncomfortable and might feel the need to bite:

- tensed body
- stiff tail
- pulled back head and/or ears
- furrowed brow
- eyes rolled so the whites are visible
- yawning
- flicking tongue
- intense stare
- backing away

When putting space between yourself and a dog who might bite, never turn your back on them and run away. A dog's natural instinct will be to chase you.

What to do if you think a dog may attack

If you are approached by a dog who may attack you, follow these steps:

- Resist the impulse to scream and run away
- Remain calm, hands at your sides, and avoid eye contact with the dog
- Once the dog loses interest in you, slowly back away until they are out of sight (don't turn your back on the dog)
- If the dog does attack, "feed" them your clipboard, jacket, purse, bicycle or anything that you can put between yourself and the dog

Protocol for a bite

If you are bitten by a dog on turf, follow these steps:

- Assess severity of bite

- All injuries that break the skin, no matter how seemingly inconsequential, must be reported through an injury report form completed with assistance as needed by a Director.
- If bite is severe, immediately call FM or in-Director for help. If no cell-service, flag down pedestrian or get to nearest door and call for help. (In case of very serious injury call 911 immediately, then in-director)
- Immediately wash the wound with soap and water, and bandage. (Call FM for first aid kit.)
- Confirm with owner that dog has all its vaccines
 - If no owner around, make sure to mark down address and take down description of dog and report information on injury form later on
 - Director will call animal control to confirm dog is up to date on its vaccines
- Fill out Injury/Incident Report Form at end of the canvass day
- Seek medical attention as appropriate including, but not limited to, relevant inoculations if unable to determine dog vaccination history

14.5 Workplace Violence Protection

VPIRG recognizes the increasing incidence of violence nationally and in the workplace. VPIRG is committed to ensuring the personal safety of all of its employees, to the extent possible, through procedures and training implementing this policy.

Employees must immediately report any threats of (or actual) violence, either direct or indirect, to a Canvass Director, Associate Director or the Executive Director. This includes threats by employees, members or members of the public. Any situations that may pose a danger to our employees or to VPIRG should be reported as soon as possible. For example, if there was a suspicious individual loitering in the entrance of our offices that should be reported. VPIRG will promptly and thoroughly investigate all reports of threats of (or actual) violence or potentially dangerous situations. All property and all areas situated on VPIRG's premises are subject to inspection by VPIRG managers at any time with or without notice.

14.6 Drug and alcohol use

VPIRG realizes that the misuse of drugs, marijuana, and alcohol impairs employee health and productivity. Drug, marijuana, and alcohol problems result in unsafe working conditions for all employees and constituents. VPIRG is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized or excessive drug, marijuana, and alcohol use. All staff are prohibited from drinking, using marijuana or other drugs while canvassing, even if offered by a member or person being canvassed.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances or illicit drugs or the excessive use of alcohol on VPIRG premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

14.7 Weapons

Employees are strictly forbidden from bringing weapons onto the VPIRG premises or with them while canvassing, on a camping trip, while attending any VPIRG events, whether or not it is during work time, or otherwise possessing them during work time. Weapons include, but are not limited

to, a firearm, knives (other than pocket penknives or common table cutlery), other dangerous or any other deadly weapons and other destructive devices. This includes a prohibition against weapons in vehicles on VPIRG premises, while canvassing, on a camping trip, while attending any VPIRG events, whether or not it is during work time, or otherwise possessing them during work time.

14.8 Smoke-free environment

VPIRG maintains a smoke-free environment. No smoking is permitted inside of the VPIRG offices, at VPIRG-sponsored functions, or in vehicles used to carpool to VPIRG work-related activities. Staff shall not smoke while wearing uniforms or clothing bearing the name and/or logo of VPIRG.

Employee Receipt and Acceptance of the VPIRG Canvass Policies

I hereby acknowledge receipt of the VPIRG Canvass Policies. I understand that it is my continuing responsibility to know and understand its contents. I have read, understand, and agree to abide by the policies contained herein. I also understand and agree that the Canvass Policies do not constitute an employment contract for any specific period of employment and that I am employed on an at-will basis, even if my employment is seasonal or temporary for a definite period. VPIRG may in the future withdraw, replace, alter or amend any or all policies or guidelines as it deems necessary, at its sole discretion. The statements and policies referred to in this handbook are general and not intended to govern precisely any specific situation which might arise. VPIRG may find it necessary or desirable to depart from any policy where circumstances so require.

I acknowledge and agree that: (i) all VPIRG network resources and computers and other company-issued and company-supported electronic devices are the property of VPIRG; (ii) I waive any and all privacy rights that I may have when I use these resources, computers, machines or devices; (iii) VPIRG owns all information and communications created, received or stored on any system, network, computer and mobile device provided or supported by VPIRG; (iv) VPIRG has the right to access, monitor, review and retain all communications and information created, received or stored on any system, network, computer and mobile device provided or supported by VPIRG including emails, texts and other web activities, and I consent thereto; and (v) use of systems, networks, computers and mobile devices provided or supported by VPIRG is subject to VPIRG policies and all applicable laws.

I hereby authorize and consent to VPIRG withholding from my final paycheck, down to a limit of the minimum wage, the cost of any property, including intellectual property that I do not return to VPIRG when required, if any. I understand that VPIRG will inform me as to the amount of any such deduction from my final paycheck and that I may object in writing if, in my opinion, the proposed deduction is inappropriate or not in keeping with my consent to a pay deduction from final pay for any unreturned VPIRG property provided to me.

Escheat Agreement selection:

I hereby indicate that any unclaimed checks be given to (initial one): ____ VPIRG ____ State of Vermont

Acceptance of Policy Terms – By initialing below, you indicate your understanding of, acceptance and commitment to abide by the terms outlined in these policies

_____ Trade Secrets and Non-Compete Policy

_____ Non-Discrimination, Harassment, Grievance Policies & Procedures

_____ Deductions from wages/paycheck in accordance with VPIRG Canvass Policies

I have read, understand and hereby agree to all of the above.

Signature _____ Signature of Parent or Guardian (if under 18):

Print Name _____