

Volunteer Policies and Procedures

madd[®]
volunteers
DRIVEN TO SAVE LIVES[®]



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About MADD

Welcome to the Mothers Against Drunk Driving® (MADD) Volunteer Program: Driven to Save Lives. MADD offers the Driven to Save Lives program as a comprehensive guide to strategically coordinate volunteers with the ultimate goal of strengthening MADD's mission. Volunteers are an integral piece of MADD's framework and imperative to increase and strengthen MADD's capacity and revenue in order to carry on MADD's lifesaving work. Let us do this together.

Mission Statement

The mission of Mothers Against Drunk Driving is to end drunk driving, help fight drugged driving, support the victims of these violent crimes, and prevent underage drinking.

History

Mothers Against Drunk Driving was founded in 1980 by a mother whose daughter was killed by a drunk driver, Mothers Against Drunk Driving® (MADD) is the nation's largest nonprofit working to end drunk driving, help fight drugged driving, support the victims of these violent crimes, and prevent underage drinking. MADD changed American culture by introducing the "designated driver" in 1986 and related red ribbon awareness campaign Tie One On For Safety®. MADD's Campaign to Eliminate Drunk Driving® initiative was started in 2006 and has reduced drunk driving fatalities by 25 percent since its launch. MADD supports drunk and drugged driving victims and survivors at no charge, providing a service every three minutes through local victim advocates and the 24-Hour Victim Help Line 1-877-MADD-HELP.

MADD's Volunteer Philosophy

The dynamic skills volunteers bring to the MADD team are crucial in advancing MADD's mission of a nation with No More Victims. We value MADD volunteers' commitment and connection to those we could not save, to those we have, and to those we can.

Please note that this policy applies to volunteers only and is not applicable to interns.

Code of Ethics and Commitment to MADD's Mission

MADD is committed to conducting its business lawfully and ethically. MADD expects its volunteers to observe high standards of ethical conduct in their personal and professional lives, follow MADD's policies and to comply with all applicable federal, state, and local laws.

As a MADD volunteer, I will adhere to the following statements:

- I will be loyal to MADD and seek to abide faithfully by MADD's guidelines, established positions, and the decisions of groups and individuals within MADD that are authorized to make such decisions.
- I will not sign or execute any contracts, agreements, or other financial obligation on behalf of MADD, and will follow applicable MADD procedures for submission of contracts and agreements.
- I will represent and seek to serve the best interests of the entire MADD organization rather than just the specific interests of a single office or activation.
- I will be respectful of other individuals within MADD, including victims, concerned citizens, volunteers, partners, interns, employees and other MADD stakeholders.
- While representing MADD at all MADD and MADD-related functions, whether internally or externally, I will always be professional and courteous, even to those who may not share my personal views. I will not use language that would be regarded by reasonable people as offensive. I will give others the opportunity to express their thoughts.
- I recognize that donors provide the financial resources for MADD's work. When handling MADD funds, I will do so with integrity and honesty.
- I will strive to avoid either by action or by communication anything that may embarrass or disparage MADD.
- I will be respectful of issues within MADD that are confidential. I will not release confidential information to the media or other persons.
- I will not disclose confidential financial data, or other non-public proprietary organizational information. I will not share confidential information regarding victims, business partners, employees, vendors, or customers.
- I will recognize that, considering MADD's policies, mission, and goals, it is critical that I strictly comply with MADD's "Drug and Alcohol-Free Activities" policy.

Conflict of Interest

MADD volunteers are required to follow the organization's conflict of interest policy.

Conflict of Interest:

Each volunteer is expected to always work towards MADD's mission. Each volunteer has an obligation to avoid any activity, agreement, business investment or interest, or other situation that could create the appearance of or be construed as a conflict with MADD's best interests or as an interference with the volunteer's duty to serve MADD and/or its service recipients to the best of their ability. In addition, a MADD volunteer shall not be related to any parties involved in a specific case or be employed in a position and/or agency or organization that might result in an associated conflict of interest.

These actions include, but are not limited to:

- Using position for private gain.
- Giving preferential treatment to any person.
- Losing complete independence or impartiality.
- Making a MADD-related decision outside official channels.
- Having a direct or indirect financial or personal interest that conflicts substantially, or appears to conflict substantially, with the volunteer's duties and responsibilities.

Personal Gifts, Entertainment and Favors:

A MADD volunteer will not seek, solicit, or accept, directly or indirectly for their self any gifts, gratuity, favor, entertainment, loan, or anything of monetary value from a person(s) who:

- Has or is seeking to obtain, contractual or other business or financial relations with MADD
- Conducts operations or activities that are regulated by MADD
- Has interests that may be affected by the performance or nonperformance of the volunteer's official duties.

Disclosure of Conflict of Interest:

Even the appearance of a conflict of interest can affect the organization's good standing in the community and the ability to fulfill its mission. Volunteers shall disclose any relationships and/or interest which may present a conflict of interest or the appearance of a conflict of interest as soon as they arise to the relevant Regional Executive Director. Should any volunteer not disclose a conflict of interest prior to the act then action may be taken, up to and including dismissal.

Non-Discrimination Policy

Volunteers and employees must demonstrate a shared belief in the mission of MADD and essential values and sufficient commitment to give the time and resources needed. MADD will provide equal opportunity to all qualified persons regardless of race, color, religion, sex, sexual orientation, disability, age, national origin, veteran status, or any other characteristic protected by federal, state or local laws. MADD affirms its commitment to reflect society's diversity in its Board of Directors, state and regional councils, committees, and programs.

Reporting Complaints:

If anyone believes MADD has discriminated against an employee, volunteer, client, customer or program participant, or anyone else, and/or if a volunteer receives a complaint of alleged discrimination, please notify MADD's General Counsel by e-mail, letter, or telephone:

DJ Merino
511 E. John Carpenter Frwy
Suite 700
Irving, TX 75062
469-420-4422
DJ.Merino@madd.org

Complaints regarding discrimination should be reported immediately to the Legal representative/Civil Rights liaison listed above. The MADD Legal department will provide written acknowledgement of receiving the complaint and will coordinate the complaint process. The Legal liaison will request the charging party to provide the following information when making a complaint:

- Date of alleged discrimination.
- Protected class claimed.
- Written detail of the alleged discrimination; and
- A signature attesting to the facts alleged

Service Recipients:

Service recipients may also file complaints with U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights (<https://www.justice.gov/crt>) or US Department of Justice, 950 Pennsylvania Avenue, NW, Civil Rights Division, Washington, DC 20530 or phone (202) 514-4609 Telephone Device for the Deaf (TTY) (202) 514-0716.

Harassment Policy (Including Sexual Harassment)

This policy applies to all MADD employees and volunteers and prohibits unlawful harassment by any employee or volunteer. Additionally, MADD does not condone such conduct by a volunteer, employee, service recipient or other stakeholder.

Policy Guidelines:

MADD will not tolerate any type of verbal, visual or physical harassment, or harassment of any kind (including jokes or slurs), based upon age, sex, sexual orientation, race, color, religion, national origin, veteran status, gender identity or any other characteristic protected by federal, state, or local laws.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment or that interferes with volunteer activities. Harassment may include but is not limited to any of the following:

- Verbal abuse or ridicule. This includes epithets, derogatory comments, racial slurs or ethnic jokes or comments.
- Interference with a volunteer's activities. This includes physical contact such as assault, blocking normal movement, or interference with work directed at an individual because of their protected status.
- Displaying or distributing offensive, racist, or derogatory materials. This includes derogatory posters, cartoons, drawings, or gestures.
- Threatening or demeaning motions, gestures, or inappropriate staring.
- Discriminating against any volunteer in work assignments or volunteer job-related training; and
- Retaliation for having reported harassment.

Sexual Harassment:

Sexual harassment may include making unwelcome sexual advances, overtures, requests for sexual favors and other verbal, physical, or visual conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's volunteer status or opportunity.
- Submission to or rejection of such conduct by an individual is used as the basis for volunteer service decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's volunteer performance or creating an intimidating, hostile, or offensive environment.

Reporting Harassment (Including Sexual Harassment):

If you have been subjected to comments or conduct which makes you feel uncomfortable and you believe the person responsible may not understand how their actions are affecting you, you should confront the person, and tell them to stop. Many times, confronting the person and indicating that you do not appreciate and will not tolerate the conduct will cause it to stop.

Should circumstances arise where you do not feel comfortable or safe in confronting the person, or where the conduct persists, you should immediately report the conduct to the relevant Director of Field Operations or complete this form to report the harassment to MADD's Legal Department- <https://form.jotform.com/222655113232142>.

Dating or Romantic Relationships:

No adult MADD staff, volunteer, or intern is to date a youth or be romantically or sexually involved with a youth, ever. Any individual with prior incidents of sexual misconduct is ineligible to volunteer with MADD. In addition, adult volunteers may not share details of their romantic lives with youth (anyone under the age of 18 years old).

MADD staff, volunteers and interns shall not engage in romantic activities, contact, or inappropriate conversation with other staff, volunteers or service recipients, including but not limited to “virtual” conduct or other communications made via social media.

MADD staff, volunteers and interns shall not engage in romantic and/or sexual activities or contact with former service recipients or volunteers where there is a risk of exploitation or potential harm to the former service recipient, the employee, volunteer, or the organization.

If you suspect a MADD staff, volunteer, or intern is violating the above policies related Dating or Romantic Relationships, please report this suspected violation to the relevant Director of Field Operations.

Mandatory Report of Child Abuse

All MADD employees or volunteers shall immediately report to the local law enforcement authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You must report such abuse. You may not assign or rely upon another party to report such abuse to law enforcement. Suspected abuse must also be reported immediately to MADD’s Legal Department via the completion of the following form: <https://form.jotform.com/222654416887062>

Mandatory Reporting of Child Abuse Procedure

In the event you observe any suspected child abuse, you must immediately notify MADD’s Legal Department. While state laws may vary, most states carry both civil and criminal penalties for individuals who are made aware of or have a “reasonable suspicion” that maltreatment of a youth has occurred but failed to report such abuse. As such, it is your legal obligation to report any “good faith” belief that such abuse has occurred or is ongoing.

Please report the suspected child abuse on the following form: <https://form.jotform.com/222654416887062>. You will be asked to:

- Fill out the above Abuse Reporting Form completely.
- Submit the completed Abuse Reporting Form to MADD’s Legal Department.
- The National Office will file the report with the appropriate law enforcement agency and complete the remainder of the form.
- Next, you will receive a completed copy of the Abuse Reporting Form for your records.
- You may be contacted by law enforcement once they begin their investigation.
- Please keep a record of all interactions for your file.

Whistleblower Policy

MADD is committed to conducting its business lawfully and ethically. Employees, volunteers, officers, and members of the Board of Directors (“MADD Representatives”) shall fulfill their responsibilities with both honest intent and integrity and comply with all applicable federal, state and local laws. While conducting MADD business, MADD Representatives shall conduct themselves in a manner that is ethical and professional.

Policy Guidelines:

Reporting Responsibility: MADD Representatives are obligated to report, in accordance with this Whistleblower Policy, any known violations of federal, state, and local laws, or any complaints regarding MADD’s accounting practices, internal accounting controls, corporate governance, ethics or auditing matters as soon as reasonably possible following the discovery or belief that a violation may have occurred

to MADD's Legal Department via the completion of the following form:
<https://form.jotform.com/222795316387062>

Acting in Good Faith: Anyone reporting a Complaint must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of federal, state, or local laws or a violation of MADD's policies and practices. The act of making allegations that prove to be unsubstantiated and that are proven to have been made maliciously, recklessly or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline up to and including dismissal from the volunteer position. Such action may also give rise to other actions, including civil lawsuits.

Confidentiality: Reports of Complaints and any investigations pertaining thereto shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of Complaints to individuals not involved with the investigation and/or who have no need to know will be viewed as a serious disciplinary offense and may result in discipline up to and including termination of volunteer service. Such conduct may also give rise to other actions, including civil lawsuits.

No Retaliation: Retaliation of any kind against volunteers or employees for Complaints submitted in good faith and pursuant to the above guidelines, shall not be tolerated and shall result in disciplinary action.

Background Checks and Volunteer Eligibility

MADD is committed to providing a safe environment for all employees, volunteers, service recipients and all other stakeholders as well as protecting the organization, its resources, and assets. All prospective volunteers are required to complete a background check through the online service, Sterling Volunteers. In addition, MADD will administer background checks for existing volunteers every 2 years or at minimum of every five (5) years.

Policy Guidelines

Issues that may affect a volunteer's ability to serve with MADD may be:

- Drug possession charges and/or DUI/DWI convictions.
- Misdemeanor/felony theft crimes; or
- Acts of violence and crimes involving moral turpitude

MADD may consider taking Adverse Action (defined below) against volunteers who complete a background check that shows the volunteer was convicted of a misdemeanor/felony theft crime, any acts of violence, crimes resulting in injury, or crimes involving moral turpitude (e.g., sexual offenses, child abuse, or other offenses against minors). MADD may take this Adverse Action to preserve the safety and reputation of MADD, its' staff, constituents, and volunteers. The process of MADD classifying a volunteer as ineligible or pausing the activities of a current volunteer due to an open criminal case or conviction associated with the items above is considered an "Adverse Action." MADD will follow a specific process when taking an Adverse Action against a volunteer.

Designated representatives from MADD's Headquarters will review the background check reports (the "Report") and determine whether to initiate an Adverse Action against a volunteer. MADD will consider the following factors when deciding whether to take Adverse Action against a volunteer:

- Type of charge or conviction
- Length of time since offense
- Number of offenses committed; and
- Level of harm caused

If MADD decides to move forward with the Adverse Action, the designated representatives from MADD's Headquarters must follow a specific two-step process:

First, the volunteer in question must be notified in writing (electronic or first-class mail) of the potential Adverse Action and be provided the Report that MADD used to inform its pending decision to take Adverse Action. The written notification should also include the name of the consumer reporting agency that provided the Report to MADD. The written notification must also inform the volunteer that MADD will provide them with at least five (5) business days to dispute the information in the Report and potentially request that MADD reconsider their request to serve as a volunteer. Lastly, MADD must provide the volunteer with a copy of the “Summary of Your Rights Under the Fair Credit Reporting Act” PDF, which can be found at: <https://www.consumer.ftc.gov/articles/pdf-0096-faircredit-reporting-act.pdf>.

Second, if MADD decides to move forward with the Adverse Action or Modified Adverse Action, MADD must provide written notification (electronic or first-class mail) to the volunteer. This second written notification must state what action is being taken (i.e., informing the volunteer that they are ineligible to volunteer with MADD or limiting the scope of their volunteer services) and what MADD’s decision was based upon, such as the criminal history in the Report. Lastly, MADD must also notify a volunteer if MADD chooses to pause the volunteer’s status because of an open criminal case associated with the items mentioned above. Upon completion and outcome of the criminal case, the volunteer may petition MADD to reinstate them as a volunteer by notifying MADD Headquarters and participating in the full background check process.

Offenders as Volunteers

Court Ordered Offenders:

In some instances, a judge orders an offender to perform work on behalf of the community as a result of their sentence. MADD may provide court-ordered offenders an opportunity to fulfill their court ordered hours including those offenders who have been charged or convicted with misdemeanor/felony DWI/DUI/BUI crimes.

Policy Guidelines

- All court-ordered offenders require a criminal background check performed prior to service. In compliance with our Adverse Action process, court-ordered offenders may have additional limitations in their scope of service.
- A MADD representative should be present at all times with a court ordered offender to confirm hours worked.
- Court-ordered offenders may not serve in a leadership position, serve victims, handle money, speak as a MADD representative or serve in the criminal justice system.
- MADD will not determine compliance/non-compliance with the offender’s court order.

Youth Court Ordered Offenders:

In some instances, a judge orders a youth offender to perform work on behalf of the community as a result of their underage sentence. MADD may provide court-ordered youth offenders an opportunity to fulfill their court ordered hours including those offenders who have been charged or convicted with misdemeanor/felony MIP/Drug Possession/Truancy/UDUI/UDWI crimes.

Policy Guidelines:

- All court-ordered youth offenders 18+ require a criminal background check performed prior to service. In compliance with our Adverse Action process, court-ordered youth offenders may have additional limitations in their scope of service.
- A MADD representative should be present at all times with a court ordered youth offender to confirm hours worked. Best practice encourages a 2-adult minimum presence when engaging with youth. In addition, a youth offender age 15 or under must have a parent/guardian present during hours worked.
- Court-ordered youth offenders may not serve in a leadership position, serve victims, handle money, speak as a MADD representative or serve in the criminal justice system.

- MADD will not determine compliance/non-compliance with the youth offender's court order.

DWI/DUI Offenders as Volunteers

Out of respect for the victims and survivors we serve, we do not accept those interested in volunteering who are currently involved in ongoing DUI/DWI cases or whose cases have not been fully adjudicated. Additionally, due to the sensitive nature of some MADD programs, volunteers who have a history of DUI/DWI may have restrictions on the scope of their volunteer services.

DWI/DUI offenders may be accepted as MADD volunteers at MADD's discretion under the following conditions:

- Their case must be fully adjudicated, and all facets of their sentence completed, including probation.
- The offender expresses appropriate remorse and commitment to MADD's mission.
 - Appropriate remorse and commitment to MADD's mission includes characteristics such as willingness to accept responsibility for personal behavior, acknowledgment that alcohol or other drugs was a primary factor in the incident, and a sincere commitment to all components of MADD's mission, policies, guidelines, and positions.
- Active volunteers who are also victims are willing to allow the offender to volunteer.
- The victims of the offender's case (if applicable) must first be contacted and must give approval for the offender to speak. Even if MADD has never served the family, MADD must attempt to contact and seek approval.
- Speaking engagements in which the offender shares their story should be to offender/potential offender audiences. Other speaking opportunities will be reviewed on a case-by-case basis.

The following conditions may apply to DWI/DUI offenders when serving as MADD volunteers:

- Repeat DUI/DWI offenders may not be permitted to volunteer.
- Offenders may never provide victim services.
- Offenders should never handle money, work within the criminal justice system, or represent MADD to the public. In certain instances, offenders may have additional limitations in scope to include youth activities and other programmatic areas not referenced above.
- Offenders may not serve on an Advisory Board, hold a leadership position such as event committee chairs, fundraising liaisons, or positions where these individuals represent MADD to the public.

Drug and Alcohol-Free Activities

The unauthorized or unlawful possession, use, sale, transfer, manufacture, distribution, or dispensation, of drugs or alcohol on MADD property or while conducting MADD business is strictly forbidden. Being under the influence of a controlled substance or as the result of the misuse of legal drugs or being intoxicated during volunteer hours is unacceptable behavior and will not be tolerated. Violating this section could be grounds for immediate termination of volunteer status. If you witness another volunteer or staff member who has violated this policy please report these concerns immediately via email to Legal@madd.org

Weapon Free Policy

No person is permitted to carry or use a firearm or other dangerous weapon on MADD premises or in a vehicle being used for MADD activities, at the sites of MADD events, meetings, conferences or at any other location whereby employees or volunteers represent the organization, unless otherwise mandated by applicable state or local law. MADD premises is defined as all company owned or leased buildings and surrounding areas such as sidewalks, driveways, walkways, storage areas and parking lots under the company's ownership or control.

Dangerous weapons include but are not limited to firearms, explosives, knives and/or hazardous materials or items that might be considered dangerous or could cause harm.

Policy Guidelines

MADD staff including temporary employees, as well as contract individuals, volunteers, visitors, and customers are subject to this policy and are prohibited from carrying or using a firearm or dangerous weapon while acting in the course of their job or function, either on or off MADD property. A permit or license to carry a firearm or weapon on MADD's property does not supersede this policy.

MADD reserves the right at any time and at its discretion to search all packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any firearm or dangerous weapon has been brought onto its property or premises in violation of this policy.

Any staff member or volunteer with a reasonable basis for believing an individual is carrying or has used a dangerous weapon in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the volunteer or others to physical harm. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists.

Social Media Policy

As a grassroots organization, MADD encourages employees and volunteers to raise awareness in the community about the organization and the services we provide, build capacity, and generate revenue to help prevent drunk and drugged driving. MADD views social media as an important avenue for communication and one of the most cost-efficient ways of engaging community members in the cause.

MADD employees and volunteers contribute to various social media venues, both professionally and personally. This policy provides a set of guidelines to avoid any misuse of this form of communication and establish a clear boundary between self-publishing and self-expression as an individual and self-publishing and self-expression as an employee or volunteer of MADD. This policy applies to multi-media, social networking websites, blogs and wikis or any communication program made available through future technological advancements for both professional and personal use.

Confidentiality: Confidential, non-public, or proprietary MADD information, including but not limited to finances, customer lists, donor lists, confidential business methods or other trade secret information should never be discussed, shared, posted, or revealed through social media (including information shared with MADD by a third party that is confidential, non-public, or proprietary). Volunteers also should not identify, reference, or cite other employees, volunteers, victims, vendors, or community partners without their express consent, nor should photographs be posted of company property or volunteers, victims, vendors, or community partners without their express consent.

Responsibility: Company logos, trademarks, names, or other intellectual property may not be used without written consent of MADD. Any copyrighted information where reprint permission has not been obtained in advance cannot be posted on MADD official social networking sites or on other social media or technology. If contacted by the media or press about their post that relates to MADD business, volunteers are required to speak with their MADD representative before responding.

Transparency: If volunteers are posting to personal networking sites and are speaking about MADD related content, they should distinguish between personal views and opinions and those that represent MADD's official position by adding a disclaimer that "The opinions expressed on this site/post are my own and do not reflect the views of MADD." The disclaimer should be in a prominent position and repeated for each posting expressing an opinion related to MADD or MADD's business.

Speaking to the Media

It is MADD's policy to be accurate when providing information to the public. As stated in the code of conduct, as a MADD volunteer, you will represent and seek to serve the best interests of the entire MADD organization, be respectful of other individuals within MADD, always be professional and courteous, even to those who may not share your personal views and strive to avoid either by action or by communication anything that will tend to embarrass or disparage MADD.

Accuracy: If you are representing MADD in the media, you must provide correct and true information concerning MADD's history, activities, programs, services, financial performance and condition, volunteers and employees, and all other aspects of MADD that are not deemed proprietary or confidential. Remember to refer to an "alleged" drunk or drug-impaired driver when speaking about a case before it has been adjudicated. The word "alleged" can be dropped after an offender pleads guilty or is found guilty by a judge or jury. Please take caution when describing someone as an "alleged impaired driving offender" if the impaired driving court case is no longer active. "Alleged impaired driving offender" should only be used in situations where the offender has a pending court case. If the charges have been dropped or the offender was acquitted through the court process the "alleged impaired driving" language **should not** be utilized.

Confidentiality: All disclosures of confidential, non-public, or proprietary MADD information require that contacts with the news media be initiated only by individuals authorized by MADD's National Office or designated representatives at the regional, state, or local level who handle requests from the media for information. MADD strives to ensure confidentiality of private case information or stories. Prior permission must be granted before featuring or utilizing other victims' stories or the services provided to them on behalf of MADD.

Speaking Engagements and Honoraria

Because of their association and experience with MADD, volunteers, employees, independent contractors, and its agents are often asked to speak about the dangers of drunk driving, drugged driving, underage drinking and how MADD supports the victims of these violent crimes. Due to the public trust held by MADD, its volunteers, employees, independent contractors and agents, each person is required to respect MADD's charitable mission and the obligations of its volunteers, employees, independent contractors, and agents with respect to MADD and those it serves. Accordingly, MADD has established this uniform policy to which volunteers, employees and its agents will abide when speaking on these topics.

Policy Guidelines:

MADD volunteers, employees, independent contractors, and agents are bound by MADD's Conflict of Interest Policy and Code of Conduct (as noted above), and are thus prohibited from:

- accepting or seeking financial gain because of their respective MADD relationship.
- disclosing any MADD confidential information; and
- engaging in any activity contrary to the best interests of MADD.

No MADD volunteer, employee, independent contractor, or agent may personally seek or personally accept any third-party fees, compensation, or honoraria for speaking engagements. Anyone who is offered a third-party fee, compensation or honorarium should instruct the offeror to make the fee/honorarium/donation payable to MADD and shall promptly turn over to MADD any checks or monies received. All payments must be made directly to MADD.

Personal Vehicle Usage Policy

To facilitate the safety of volunteers and constituents operating a vehicle while conducting MADD activities, all volunteers must follow the following guidelines.

Policy Guidelines:

- Must follow and abide by all applicable traffic safety laws.
- Volunteers are strictly prohibited from using handheld devices while driving. This includes, but is not limited to, making, or receiving calls, texting, browsing the web, and any other use of mobile devices, either currently available or may later be made available through future technological advances. All voicemail messages are to be retrieved and all outgoing calls placed once you are safely off the road, either at your destination or in a safe location away from traffic.
- MADD volunteers are required to always properly wear a seat belt when traveling on MADD activities. If you are driving, all travel companions in your vehicle are also required to use their seat belts (front and rear seats). It is your responsibility to see that they obey this policy. If you are a passenger in any vehicle while traveling for MADD activities, you must always wear a seat belt. You should encourage others accompanying you to do the same.
- MADD volunteers should never transport youth in their personal vehicle (not applicable to parent/guardian relationships).
- Volunteers who choose to drive or transport other passengers (including other volunteers) as a part of MADD activities take on the risk and liability of said transportation.
- Volunteers must possess a valid driver's license if operating a vehicle for MADD activities.
- Volunteers agree to maintain personal auto liability coverage as a part of their personal insurance policy during their volunteer activities.
- Never drink and drive.

Procedures in case of motor vehicle collision:

If you are involved in a motor vehicle incident, you are required by law to:

- Stop at the scene of the incident or as close as you safely can without blocking traffic.
- Call 911 immediately to report the location and any known or possible injuries to those involved.
- If the incident results in minor damage and no injury, move the vehicles to a safe place before contacting the police.
- Exchange information with the other people involved in the incident. This includes name, address, driver's license number, phone number and insurance company name.
- If you are involved in an incident with an unattended vehicle, you must make a reasonable effort to find the owner. You must also make a reasonable effort to locate the owner of other property that may be damaged. If no owner can be located, leave a note that includes the date and time of the incident along with the information described above. You must also report the incident to the police within 24 hours.
- Incidents on public or private property, or that include injury, death, vehicle or property damage must also be reported to MADD as soon as possible.

Expense Reimbursement

As a MADD volunteer, you may be eligible to receive reimbursement for mileage driven and expenses for pre-approved purchases made on behalf of MADD.

Policy Guidelines:

MADD reimburses mileage for volunteer activity at the rate set by MADD. Additionally, any pre-approved expenses incurred on behalf of MADD (supplies, printed materials, etc.) may be submitted for reimbursement. Reimbursement is dependent on MADD approval and not guaranteed. To submit for reimbursement, ask your MADD representative for a Payment Request form.

MADD Identification in Courthouse

MADD representatives should refrain from any open display (MADD buttons or other identifying labels) in a courthouse unless discussed in advance with the victim survivor.

Endorsements

MADD field entities or any other representative of MADD may not endorse products or services without the written approval of MADD's marketing and development department in consultation with MADD's legal department. The field entity's name may be placed on items sold for fundraising purposes with proper authorization from MADD's marketing and development department and legal department.

Political Endorsements

The following restrictions on political activity apply to MADD volunteers:

- Volunteers cannot use their MADD volunteer tenure or influence either for or against any candidate for public office in any jurisdiction.
- Volunteers cannot use their MADD volunteer tenure or influence either for or against any political issue unless in furtherance of the organization's public advocacy program.
- Volunteers cannot use working hours or MADD facilities in any manner related to soliciting or receiving subscriptions, contributions, political service, or to circulate petitions or campaign literature or any other activity on behalf of candidates for public office in any jurisdiction.
 - Volunteers may not allow political figures to use MADD events as a platform for a campaign speech.
- Volunteers cannot use volunteer hours or MADD facilities in any manner for or against any political issue unless in furtherance of the organization's public advocacy program.

Volunteer Grievance Process

Misunderstandings or disagreements may arise in any organization, including amongst volunteers. MADD values and wishes to promote an amiable and cooperative environment. MADD encourages an open and direct atmosphere where concerns, suggestions, and questions can be discussed. MADD will attempt to resolve grievances through an informal process, where possible.

When problems continue where volunteers believe action is necessary beyond informal processes, the following steps should be followed:

1. A volunteer should discuss a grievance(s) with their immediate staff liaison. If the grievance is regarding the immediate staff liaison, the matter shall be discussed with the Regional Executive Director. The grievance shall be documented by the staff liaison or Regional Executive Director, which may include an action plan for an agreed-upon corrective action (if applicable). A copy of the plan shall be forwarded to the volunteer.
2. At this point, if the volunteer does not feel the grievance has been resolved in a satisfactory manner, the volunteer must put the grievance in writing, with the above referenced action plan attached, to the Regional Executive Director, or if the grievance refers to the Regional Executive Director, to the relevant Director of Field Operations. Depending upon the circumstances, the Regional Executive Director, or the Director of Field Operations, may investigate and meet with the volunteer within a reasonable time thereafter. After meeting with the volunteer, the Regional Executive Director, or the Director of Field Operations, will advise the volunteer of their proposed resolution of the grievance and after obtaining input, if any, from the volunteer, will issue a final resolution which will be binding on all parties concerned.

The written grievance should contain the following:

- A description of the problem.
- The date of the incident(s).

- Name(s) of individual(s) involved in or witnessing the incident(s).
- The volunteer's suggested resolution.
- The date the grievance is filed with the volunteer's signature.

The volunteer who filed the grievance must be informed of the resolution in writing, and MADD will keep a written record of all grievances filed against volunteers, employees, the Regional Executive Director, and relevant board members

Separation From Volunteer Service

When the actions of an individual or MADD entity expose MADD to potential liability, violate IRS requirements, violate MADD's code of ethics and/or core values, do potential harm or embarrassment to MADD or are sufficiently inconsistent with the provisions of MADD's bylaws, or any of the authorized rules, policies or guidelines publicized by a relevant entity of MADD, including these Driven to Save Lives policies, action to resolve the matter may be necessary. The type of action taken will be based on the nature and severity of the conduct, as determined in the sole discretion of MADD.

Policy Guidelines:

If issues should arise with your volunteer service, your MADD staff representative will work to create a solution that benefits all parties involved. However, there will be cases that discover a volunteer is unfit for volunteering with MADD. The local Executive Director or other MADD leadership may impose corrective measures, limit activities, or remove a volunteer from their position.

MADD, in its sole discretion, may consider reassigning you to other volunteer opportunities that may be a better fit within MADD. If a middle-ground cannot be established, you may be required to end your volunteer service with MADD.

Additional Policies

Position on Alcohol

MADD is not a prohibitionist organization. MADD believes in "zero tolerance", or no use of alcoholic beverages, for those under 21 years of age, and no illegal use or abuse of alcoholic beverages for those of legal drinking age. Members of MADD and MADD representatives should refrain from taking positions or issuing statements that express support for a general prohibition of alcoholic beverages.

Policy Guidelines

For purposes of attending fundraising events or activities promoting MADD, MADD may have a presence at establishments or events where alcohol is served. For example, it is permissible for MADD staff to arrange for a golf tournament at a country club where alcohol is served.

Per company policy, MADD does not allow for the expense or reimbursement of alcoholic beverages.

Volunteers are not sanctioned to enter into any agreements or receive goods/services from alcohol entities. All potential discussions should be directed to MADD regional leadership.