

## **MHA Volunteer Policies**

**Mission:** to preserve, interpret, share and promote the maritime history of the Great Lakes

**Vision:** Maritime Heritage Alliance is the maritime history destination of the Great Lakes

### **Organizational Ethics:**

Hands-on | Collaborative | Learning | Inclusive | Skills-centered | Accessible

Volunteers are not just important to MHA, you are essential for MHA to achieve its mission. We want all MHA volunteers to enjoy your time spent in the shop, on the boats, and representing MHA out in the community, which is why it is so important that we work together to create a safe, fun, inclusive environment for everyone. The following policies have been written with these goals in mind. Thank you for choosing to volunteer with Maritime Heritage Alliance!

### **Active Volunteers:**

To be considered an active MHA volunteer, you must:

- Have an up-to-date volunteer information form filed with the MHA office
- Have a signed copy of the most up-to-date MHA liability waiver on file with the MHA office
- Submit a signed MHA Volunteer Policies agreement to the MHA office annually
- Track and submit volunteer hours to the MHA office annually by January 15 of the following year

Individuals who do not qualify as Active Volunteers may not participate in MHA volunteer activities (Ex: crewing vessels, working in the shop, attending volunteer recognition functions).

### **Code of Conduct**

- All MHA volunteers will embrace and abide by our organization's ethics as listed above and in MHA's strategic plan.
- Volunteers will treat fellow volunteers, staff, and the community with respect and create a friendly, supportive environment.
- Volunteers understand that MHA exists to serve its mission, not their personal interests or the interests of any individual(s) and will perform their volunteer work with the best interests of the organization and its mission in mind
- Volunteers must keep personal information they are made aware of through volunteer activities confidential for an indefinite period of time, even after they cease volunteering for MHA.
- Volunteers will perform their tasks in accordance with established safety protocols and maintain a safe work environment for themselves, their fellow volunteers, and the public.
- Volunteers cannot use, dispense, possess or distribute controlled substances on MHA's vessels or facilities, unless prescribed. MHA is a tenant of the Discovery Center and Pier and abides by their smoke-free campus policy. Volunteers may not consume alcoholic beverages aboard our vessels or in our facilities while vessels are under operation or shop equipment is in use.
- All records maintained by volunteers to perform MHA volunteer duties are the property of MHA and must be shared with or surrendered to the MHA staff and Board upon request.

If you observe poor conduct from another volunteer, you are encouraged to contact the office to file a Grievance Report. These reports are reviewed by MHA's ED and Board (unless the grievance includes the

ED/ Board) to determine necessary action and a copy of the grievance is documented in the volunteer's confidential personnel file.

### **Disciplinary Action**

Volunteers who do not abide by MHA's Volunteer Policies will be subject to appropriate disciplinary action, as determined by the Executive Director. Appropriate disciplinary action will be determined based on the severity and frequency of the behavior and information documented in related Grievance Report(s).

MHA reserves the right to terminate volunteer(s) who do not abide by MHA's Volunteer Policies. The formal termination of a volunteer will be decided by MHA's Executive Director and Human Resources Committee.

### **Background Checks**

Volunteers working directly with children, in situations where parents/ guardians are not present, are required to complete a MI State background check annually before volunteering with kids. The results of your background check will only be shared with MHA's Executive Director and HR Committee (a sub-committee of the Board) and volunteers will be notified if their background check prevents them from specific volunteer involvement.

At NO time should MHA volunteers be alone with a youth 18 years or younger.

Some committees may require more extensive reporting due to the nature of the volunteer work.

### **Hours Tracking**

Volunteers have three (3) methods available to you for tracking your volunteer hours:

1. Sign-in sheet located in Building 1
2. Electronic spreadsheet you can download to your own device(s)
3. Paper spreadsheet you can print at home or pick up from the MHA office

All tracking methods use the same labels for volunteer activities - please choose from one of the labels listed at the top of the spreadsheet to describe your volunteer activity. Do NOT track hours for a single volunteer activity on more than one of these spreadsheets- this prevents us from double counting your hours. Volunteer hours for a given calendar year should be submitted to the MHA office before January 31st of the following year.

Hours tracking is a very important part of your volunteerism. Some grants allow MHA to count volunteer hours as 'match' for grant funds we are requesting. MHA tallies volunteer hours annually and reports them in our Annual Report, which is shared with the public, community partners, funders, and potential funders. Your hours illustrate our organization's (and your) impact - In 2019 our volunteers recorded over 13,000 hours!

### **Insurance Worker Compensation**

Insurance is provided by MHA for all of its volunteers while in the service of MHA. A volunteer should report injuries from volunteering to the Executive Director, even if medical attention is not needed, to ensure MHA is implementing safety protocols.

### **Purchasing**

The MHA Board approves organizational budgets annually and Committee Chairs and/or staff are responsible for overseeing the management of those budgets.

- Volunteers are approved to make purchases within what has been articulated in an APPROVED budget, following permission from the overseeing Committee Chair(s) or staff.
- The Executive Director and Board have the authority to freeze or alter approved spending, as necessary in the best interests of the organization and will notify Committee Chairs/ staff of these changes.
- Reimbursements must be submitted to the MHA office within sixty (60) days of expenditure to be eligible for reimbursement. MHA is a 501(c)(3) nonprofit and no reimbursement will be offered for tax charged on purchases.
- Volunteers must submit receipts from an MHA purchase to the office immediately so the bookkeeper can balance the books. Receipts should note the committee the expenditure falls under.
- Purchases over \$500, even if articulated in an approved budget, must be ok'ed by the Executive Director first to ensure sufficient funds are available.

### **Non-Discrimination Policy**

The Maritime Heritage Alliance is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications.

Consistent with this principle and applicable laws, it is therefore our policy not to discriminate in offering access to programs and activities; or with respect to employment terms and conditions on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status or sexual orientation.

### **Harassment**

It is MHA's policy that none of its volunteers or staff be subjected to harassment of any kind, especially harassment forbidden by law such as harassment because of one's race, religion, sex, age national origin, weight, marital status, veteran status or (dis)ability. All types of harassment, either by a volunteer or non-volunteer are prohibited and MHA will take disciplinary steps, up to and including dismissal, against any volunteer who engages in it. All instances of harassment should be reported to the Executive Director.

### **Volunteer Leadership**

All volunteers undertaking leadership roles, including Board members and Committee Chairs, must complete and submit a MHA Code of Leadership Ethics to the office annually.

**Volunteer Policies  
Record of Understanding & Agreement**

I certify that I have read, in full, the most recent copy of MHA's Volunteer Policies, dated November 3, 2020, and agree to abide by all policies articulated in the document.

I understand that, should I violate MHA's Volunteer Policies, MHA's Board and Executive Director maintain the right to implement disciplinary action, including and up to my termination as a volunteer of MHA.

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Name (Printed)

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Name (Signature)

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Date