



ROMAN CATHOLIC
ARCHDIOCESE OF
LAS VEGAS
VOLUNTEER HANDBOOK

IMPORTANT TELEPHONE NUMBERS:

ARCHBISHOP'S OFFICE

Archbishop of the Archdiocese of Las Vegas
(702) 735-9605

Executive Assistant to the Archbishop
(702) 735-9605

Auxiliary Bishop/ Vicar General of the Archdiocese of Las Vegas
(702) 697-3903

Administrative Assistant to the Vicar General
(702) 697-3903

CATHOLIC SCHOOLS OFFICE

Superintendent of Schools
(702) 629-4028

FAITH FORMATION OFFICE

Director of Faith Formation
(702) 735-6044

Coordinator of Hispanic Ministry
(702) 735-6044

Coordinator of Youth Ministry
(702) 735-6044

FINANCE OFFICE

Chief Financial Officer - Archdiocese of Las Vegas
(702) 735-7865

Business Manager / Assistant to CFO
(702) 735-7865

Controller
(702) 735-7865

Insurance & Property Manager
(702) 735-7865

Payroll & Volunteer Benefits Manager
(702) 735-4520

GENERAL COUNSEL OFFICE

General Counsel of the Archdiocese of Las Vegas
(702) 735-2512

HUMAN RESOURCES OFFICE

Director of Human Resources
(702) 735-4570

HUMAN RESOURCES OFFICE CONT'D.

Assistant Director of Human Resources
(702) 735-4570

Human Resources Administrator
(702) 735-0769

SECURITY OFFICE

Director of Safety & Emergency Management
(702) 735-3500

Victim Advocate & Safe Environment Coordinator
(702) 235-7723

TRIBUNAL OFFICE

Judicial Vicar
(702) 735-1210

VOCATION OFFICE

Director of Vocations
(702) 629-4438

COMMUNICATIONS

Director of Communications
(702) 629-4458

EMERGENCY NUMBERS

Las Vegas Metropolitan Police Department
Non-Emergency (702) 828-3111

Authorities in all Counties:

Nonemergency 311
Emergency 911

Nye County Sheriff's Office in Pahrump, NV

Non-Emergency (775) 751-7000
Emergency 911

Child Protective Services ("CPS")

24 HOUR HOTLINE

Clark County (includes Mesquite and Sandy Valley)

(702) 399-0081 or

(800) 992-5757 or

(800) 803-0081

Ely (775) 289-1652

Pahrump (775) 727-8497

Tonopah (775) 482-2037

Winnemucca (775) 623-6559

All Others (800) 803-0081

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VOLUNTEER ACKNOWLEDGEMENT FOR 2022 ARCHDIOCESE OF LAS VEGAS HANDBOOK

SECTION 1: INTRODUCTION

1.1 WELCOME TO VOLUNTEER SERVICE

Welcome to the Archdiocese of Las Vegas! Volunteers are invaluable to the mission of the Archdiocese and we appreciate your service. Your assistance enables the Archdiocese of Las Vegas to provide a variety of ministerial services and outreach to our church communities.

In an effort to help you understand the way in which the Archdiocese works, this Volunteer Handbook was developed to describe some of the expectations of our volunteers as well as to outline policies, procedures, and programs. We expect each volunteer to read, understand and comply with all provisions of this Volunteer Handbook and to sign the Volunteer Handbook Acknowledgement Form.

No handbook can anticipate every circumstance or question about policy or procedure. As the Archdiocese of Las Vegas continues to grow, the need may arise to revise this Volunteer Handbook. As such, the Archdiocese of Las Vegas reserves the right to unilaterally change, revise, supplement, and/or rescind any policies or portion of the Volunteer Handbook from time to time as it deems appropriate in its sole and absolute discretion.

This Volunteer Handbook supersedes any previously issued handbooks, manuals, policies, written documents or verbal representations issued by the Archdiocese, schools and/or parishes.

Should any conflict arise between this Volunteer Handbook and any policy, practice, work rule, or handbook of any parish, ministry, school, or location, the rules set forth in this Diocesan Volunteer Handbook shall control.

1.2 ALL VOLUNTEER SERVICE IS VOLUNTARY

We sincerely appreciate your interest in volunteering time to the Archdiocese. In that volunteer status is akin to the employment at-will concept, even though unpaid, either the volunteer or the Archdiocese may end the volunteer's service at any time, with or without cause, with or without advance notice. Nothing in this handbook creates, or is intended to create, a contract of employment or volunteer service, a promise or representation of continued volunteer service, or employment for any volunteer. Your status as an "at-will" volunteer may not be altered, revised, or superseded except in a writing signed by the Archbishop, the Auxiliary Bishop or the Chief Financial Officer (C.F.O.) of the Archdiocese.

1.3 A BRIEF HISTORY OF THE ARCHDIOCESE OF LAS VEGAS

The first Nevada Diocese, the Diocese of Reno, was founded almost by chance because of a visit to San Francisco by Chicago's Cardinal George Mundelein. During a lengthy train ride through the vast expanses of the West, the Cardinal asked the location of the train at one particular point. When he was informed he was travelling through Nevada, he inquired as to who the Bishop was of this huge area. To his surprise, he learned that of all the forty-eight contiguous states, Nevada was the only one without its own Bishop and its own Diocese.

The Diocese of Reno was established by Pope Pius XI in 1931. Comprised of 110,540 square miles and at that time encompassing the entire State of Nevada, it was one of the largest ecclesiastical jurisdictions in the lower United States, with Bishop Thomas Gorman as the first Bishop of the Diocese of Reno. At that time, the population of Nevada was 91,058 with some 8,500 Catholics.

In February of 1976, then Bishop of the Diocese of Reno, Bishop Norman McFarland, received permission from Pope Paul VI to re-designate the Diocese of Reno to the Diocese of Reno-Las Vegas which took place on October 13, 1976.

On June 9, 1987, Pope John Paul II named Bishop Daniel F. Walsh, then Auxiliary Bishop of San Francisco, as the fifth Bishop of the Diocese of Reno-Las Vegas. Bishop Walsh moved his residence and the Diocesan Chancery Office to Las Vegas to be more available to the needs of the Church in southern Nevada.

In 1995, the Holy See, in recognition of the tremendous growth taking place in Nevada, divided the Diocese of Reno-Las Vegas. Two new Dioceses were established to separately support the northern and southern parts of the state: the Diocese of Reno and the Diocese of Las Vegas. The 'new' Diocese of Las Vegas encompassed White Pine, Esmeralda, Nye, Lincoln and Clark counties, with a Catholic population of 250,000.

On April 6, 2001, Pope John Paul II named Reverend Monsignor Joseph A. Pepe as the second Bishop of the Diocese of Las Vegas in Nevada. Most Reverend Pepe was ordained a Bishop and installed as the second Bishop of the Diocese of Las Vegas on May 31, 2001.

On May 15, 2018, Archbishop George Leo Thomas, Ph.D. ("Archbishop Thomas") was installed as the third Bishop of the Diocese of Las Vegas. Archbishop Thomas was ordained to the priesthood on May 22, 1976, at St. James Cathedral in Seattle. Prior to his installation as the Bishop of the Diocese of Las Vegas, Archbishop Thomas served as an Auxiliary Bishop of the Archdiocese of Seattle, Washington and the Bishop of the Diocese of Helena, Montana.

On May 26, 2021 Pope Francis appointed Monsignor Gregory W. Gordon as the first Auxiliary Bishop of the Diocese of Las Vegas. On July 16, 2021, on the Feast of Our Lady of Mount Carmel, he was ordained a Bishop by Archbishop George Leo Thomas, with Bishop Joseph A. Pepe and Bishop Daniel F. Walsh as co-consecrators.

On May 30, 2023 Pope Francis created the Archdiocese of Las Vegas and named the Most Reverend George Leo Thomas, Ph.D., as the first Metropolitan Archbishop of Las Vegas. On June 29, 2023, in Rome, the Solemnity of Saints Peter and Paul, Archbishop Thomas received a special liturgical vestment blessed by Pope Francis, called the pallium. The pallium is a woolen vestment worn on the shoulders by Archbishops and represents those in the Archbishop's care. It symbolizes sheep being carried on the shoulders of the shepherd.

Archbishop Thomas was vested with pallium by his Eminence Christophe Cardinal Pierre, Apostolic Nuncio to the United States of America.

The Archdiocese of Las Vegas is a community of believers which proclaims the Gospel message of hope by serving all through evangelization, life-long formation, and worship. Established on May 30, 2023, the Archdiocese of Las Vegas covers 39,088 square miles in Nevada, and is comprised of 750,000 Catholics.

1.4 BACKGROUND CHECKS/FINGERPRINTING OF ALL VOLUNTEERS (AND VOLUNTEERS)

Prior to any volunteer service, all volunteers must undergo, and successfully pass, a criminal background check through fingerprints submitted to both state and federal authorities. Once the initial fingerprint process is completed, continual/follow-up background checks occur on a regular basis.

The ability to serve in any capacity in the Diocese, including as a volunteer is, in part, contingent upon the results of all background checks including pre-service background checks and any continual/follow-up background checks. The results must be satisfactory to the Archdiocese, in the Archdiocese's sole opinion.

It is important that volunteers accurately complete all forms submitted in conjunction with these background checks, including, the initial pre-volunteer service screenings. A criminal conviction is not necessarily a bar to volunteer service, however, the failure to be truthful in the application process may be cause for immediate termination – even if the lack of truthfulness is discovered at a later date. For applicants with a criminal background, the Director of Safety and Risk Management for the Archdiocese of Las Vegas will make a determination on a case-by-case basis on the totality of the circumstances as to whether an applicant is eligible (or in the case of a current volunteer, continued volunteer service) for a particular position given the nature of the offenses.

1.5 ETHICAL CONDUCT/CONFLICTS OF INTEREST

All personnel of the Archdiocese including volunteers are expected to conduct themselves at all times in a professional and ethical manner. This includes being honest, transparent, and avoiding misrepresentations in all dealings with supervisors, co-workers/other volunteers, parishioners, school students/parents, etc.

In addition to acting with integrity and honesty at all times, the Archdiocese also expects its volunteers to avoid engaging in any conduct that may result in, or create the appearance of, a conflict of interest.

Unless after making full disclosure in writing and subsequently pre-approved in writing by the Archbishop of the Archdiocese of Las Vegas, the Auxiliary Bishop of the Archdiocese of Las Vegas or the C.F.O. of the Archdiocese of Las Vegas, volunteers should not benefit, directly or indirectly, from dealings with students, parents, and/or third parties affiliated with the Archdiocese of Las Vegas.

Any questions concerning the policy on conflicts of interest should be referred directly to General Counsel for the Archdiocese of Las Vegas.

1.6 POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

In keeping with its commitment to maintaining a work environment that is free of discrimination, the Archdiocese of Las Vegas maintains a strict policy prohibiting unlawful discrimination, including harassment, because of race, color, age, disability, national origin, or any other basis applicable to the Roman Catholic Church/Archdiocese of Las Vegas.

All volunteers are responsible for adhering to the provisions of this policy and maintaining a work environment that is free from discrimination and harassment. Each volunteer must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as unlawful discrimination, including harassment.

While legal discrimination and harassment pertain only to an employee as opposed to a volunteer, the Archdiocese nonetheless strongly urges the reporting of all instances of discrimination and harassment to maintain a workplace of dignity and respect to all persons. The Archdiocese will take appropriate disciplinary action, up to and including immediate termination, against any volunteer or employee who violate this policy.

1.7 ATTENDANCE AND PUNCTUALITY

Punctual, reliable and regular attendance is necessary in order to maintain a safe and productive work environment. In situations when volunteers may be late or are unable to work as scheduled, the Archdiocese asks that he/she notify their supervisor with reasonable advance notice where possible.

1.8 PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all personnel including volunteers and affects the image the Archdiocese of Las Vegas presents to its parishioners, vendors, and the general public. During business hours or when representing the Archdiocese of Las Vegas all volunteers are asked to dress appropriately for, and consistent with, their position(s). Volunteers should arrive for volunteer service with a clean, neat in appearance, and free of any distractions that may: 1) impair productivity, health or safety in the workplace; and/or 2) consistent with the beliefs and tenets of the Roman Catholic Faith.

The Pastor/Administrator or Principal is responsible for establishing a more specific dress code for the Parish and/or School as appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace.

SECTION 2: WORK RULES/STANDARDS OF CONDUCT

2.1 PROHIBITION OF MISCONDUCT, INCLUDING SEXUAL MISCONDUCT

The Archdiocese of Las Vegas maintains a strict policy prohibiting misconduct, including, without limitation, bullying, abuse, neglect, sexual misconduct, and sexual abuse (sometimes collectively referred to herein as “misconduct”) of minors and any other persons. For the purpose of this policy, the term minor includes a person who habitually lacks the use of reason.

Any misconduct by volunteers, Church personnel, school personnel, employees, independent contractors, or clergy (sometimes referred to collectively herein as “personnel”) of the Archdiocese of Las Vegas is contrary to Christian morals and principles and is clearly outside the scope and course of duties of Church ministry and all service for any and all personnel.

All personnel of the Archdiocese of Las Vegas must comply with all applicable Federal, State and local laws, as well as Diocesan policy, regarding any incidents of misconduct (actual, alleged, or suspected) including, without limitation, sexual misconduct of a minor. Any observation or knowledge of misconduct should be immediately reported to the volunteer’s immediate supervisor, the Director of Safety and Risk Management for the Archdiocese of Las Vegas or to Human Resources for the Archdiocese of Las Vegas.

2.2 PROCEDURES FOR MAKING A REPORT OF SUSPECTED ABUSE OR NEGLECT UNDER NEVADA MANDATED REPORTING STATUTES §432B

2.2.1 Who must make a report/When to make a report of suspected abuse/neglect of a child:

All volunteers of the Archdiocese of Las Vegas must make a report of suspected child abuse or neglect, including, but not limited to, anyone categorized under Nevada law as a “Mandated Reporter”.

A report must be made when the person, who, in his/her professional, volunteer or other occupational capacity:

Knows, or has reasonable cause to believe, that:

1. A child has been abused, neglected, or subjected to sexual abuse;
2. SHALL report that information (unless to do so would violate the Priest/Penitent privilege, which for these purposes applies ONLY to statements made to a priest in the context of Sacramental Confession);
And
3. MUST make a report as soon as reasonably practicable, but no later than *24 hours* after the person knows or has reasonable cause to believe that the child has been abused or neglected.¹

2.2.1.1 “Reasonable Cause to Believe”

In the context of Mandated Reporting of child abuse and neglect, Nevada Revised Statute § 432B.121 defines “*reasonable cause to believe*” as follows:

“[I]f, in light of all the surrounding facts and circumstances which are known or which reasonably should be known to the person at the time, a reasonable person would believe, under those facts and circumstances, that an act, transaction, event, situation or condition exists, is occurring or has occurred.”

A report is a request to law enforcement/Child Protective Services (CPS) to undertake an investigation into the matter. When in doubt, it is better to err on the side of making the report in order to ensure the safety of the child in question.

2.2.1.2 Mandatory Reporters under Nevada Revised Statute §432B

Some volunteers by virtue of their positions, work locations, or their ordinary employment work outside of the Archdiocese may be considered “Mandated Reporters” under the laws of the State of Nevada, including, without limitation:

- Physicians, practical nurses, physical and occupational therapists, psychiatrists, psychologists, marriage and family therapists, clinical professional counselors, athletic trainers, and any other person providing medical services licensed or certified in the State of Nevada;
- A member of the clergy (unless he has acquired the knowledge of the abuse or neglect from the offender during/in the context of Sacramental Confession); and
- A person employed by a private school and any person who serves as a volunteer at such a school.²

¹ Nev. Rev. Stat. § 432B.121 (2019) which can be reviewed in its entirety at:

<https://www.leg.state.nv.us/NRS/NRS-432B.html#NRS432BSec121>. The full text of the Mandatory Reporting Statute may be found at: <https://www.leg.state.nv.us/NRS/NRS432B.html#NRS432BSec220>.

² For a complete list of Mandated Reporters please see, Nevada Revised Statute §432B.220 (2019) which can be found at: <https://www.leg.state.nv.us/NRS/NRS-432B.html#NRS432BSec220>.

2.2.2 How to Make a Report and Information to Provide:

Volunteers must follow these steps in this order:

Step One: Contact the legal authorities within 24 hours of learning the information

NRS §432B requires that volunteers/volunteers make such report(s) as soon as reasonably practicable but not later than **24 hours** after he/she knows or has reasonable cause to believe that the child or other such person has been abused or neglected and such reports shall be made to either:

- 1) An agency which provides such child or other welfare services (in the case of the abuse or neglect of a child); **or**
- 2) To their local law enforcement agency. *See*, Nev. Rev. Stat. § 432B.220.

To be clear, first contact is with legal authorities.

Volunteers may contact either: local law enforcement by calling 911 or CPS 24-Hour Hotline in Clark County at (702) 399-0081. Reports may also be made on-line at: <https://dcfs.nv.gov/Tips/CA/ChildAbuse/>. Additional telephone numbers for CPS in various counties served by the Archdiocese of Las Vegas are as follows:

COUNTY CHILD WELFARE SERVICES

SOUTHERN REGION

Clark County Department of Family Services
121 So. Martin Luther King Blvd
Las Vegas, NV 89106
Phone: (702) 455-5444
Fax: (702) 385-2999

**DCFS RURAL REGION CHILD WELFARE
SERVICE LOCATIONS – OUTSIDE CLARK COUNTY**

Ely Field Office	Elko Field Office
740 Park Avenue Ely, NV 89301 Phone: (775) 289-1640 Fax: (775) 289-1652	1010 Ruby Vista Drive, Suite 101 Elko, NV 89801 Phone: (775) 753-1300 Fax: (775) 753-1301
Pahrump Field Office	Winnemucca Field Office
1780 E. Basin Avenue, #2 Pahrump, NV 89060 Phone: (775) 727-8497 Fax: (775) 727-7072	475 W. Haskell Street, Box 7 Winnemucca, NV 89445-3781 Phone: (775) 623-6555 Fax: (775) 623-6559

Tonopah Field Office	Local Law Enforcement - 911
#2 Frankee Street, Old Court House Building P.O. Box 311 Tonopah, NV 89049-1491 Phone: (775) 482-2033 Fax: (775) 482-2037	Local Law Enforcement may always be called

2.2.2.1 Additional information regarding reporting

- If making the report by telephone, volunteers should be sure to obtain the badge number, the “P” number, the person’s name with whom they spoke, the report number and any other identifying information (*e.g.*, volunteer number).
- Volunteers should keep a complete record or notes of their conversation and include them with their report to the Archdiocese.
- Volunteers making the report online must print a copy of the report before pressing the “SUBMIT” button. A copy of the report must be provided to the Diocesan Victim’s Advocate.
- Either the Diocesan Victim’s Advocate/Safe Environment Coordinator or the Safe Environment Coordinator at the volunteer’s location may also notify, or assist the volunteer in making the report to, the civil authorities.
- Volunteers making a report will be asked for as much information as possible regarding the identity of the suspected victim (*e.g.*, family name(s), address(es), ages, birth date(s), whether/where the parents are employed, etc.), as well as information as to the alleged accused individual and any details of the situation.
- While CPS/Las Vegas Metropolitan Police Department (LVMPD) cannot guarantee anonymity, the caller’s name may be kept confidential.

2.2.3. Step Two: Contact the Archdiocese of Las Vegas

Immediately after contacting the authorities, volunteers **MUST** then **ALSO** contact the Archdiocese of Las Vegas at any of the phone numbers listed below and provide the Archdiocese with the same information that the volunteer provided to the authorities.

Volunteers may contact any of the following people at the Archdiocese: The Victim’s Advocate at (702) 235-7723 (24 hours); The Director of Safety and Risk Management at (702) 735- 4570; and/or The Director of Human Resources at (702) 735-2512.

The Victim’s Advocate/Safe Environment Coordinator may also notify, or assist the volunteer in making the report to, the civil authorities.

As indicated above, the Archdiocese of Las Vegas will often conduct an immediate internal investigation consistent with the Reporting/Investigation procedures outlined above and in complete cooperation with the civil authorities.

If any volunteer has any questions regarding the mandatory reporting of suspected child abuse, he/she should contact the Victim's Advocate at (702) 235-7723 (24 hours); the Director of Safety and Risk Management at (702) 735- 4570, the Vicar General at (702) 697-3903, and/or the Director of Human Resources at (702) 735-2512.

A Diocesan Incident Report **must be completed** with the same information reported to the civil authorities and must include the information with whom the volunteer spoke at the civil authorities'.

2.2.4. Child Pornography

Another form of child sexual abuse that must be immediately reported as set forth herein is child pornography. No volunteer or volunteer may view, possess or distribute any sexually-oriented or morally inappropriate materials in any format whatsoever (*e.g.*, magazines, cards, videos, films, texts, DVDs, clothing, etc.), or engage in viewing/listening to child pornography, acquire/possess/distribute child pornography on any personal electronic device on Diocesan property, or on any electronic device/property owned by a parish, school, agency, or institution of the Archdiocese of Las Vegas.

If a volunteer discovers that another is in possession of or that another is acquiring, possessing, or distributing child pornography, he/she must contact local law enforcement immediately at one of the above telephone numbers. The volunteer must then follow the remaining protocol for contacting the Archdiocese as set forth in this section 2 herein. The remaining steps above must also be followed.

2.2.2.5. Failure to report suspected child abuse, neglect and/or sexual abuse

Any person who knowingly or willfully violates the Nevada Mandatory Reporting Statutes is guilty of a misdemeanor for the first violation and for each subsequent violation, is guilty a gross misdemeanor – as well as a violation of Diocesan policy. *See Nevada Revised Statute § 432B.240 (2019).*

2.3 ADDITIONAL MANDATED REPORTING FOR SCHOOL VOLUNTEERS AND VOLUNTEER PURSUANT TO NRS §392.303

In addition to the reporting required by NRS §432B.220, if, in his or her capacity as an volunteer of or volunteer for a private school, such an volunteer or volunteer knows or has reasonable cause to believe that a child has been subjected to:

(a) Abuse or neglect, sexual misconduct in violation of NRS §201.540, or luring in violation of NRS §201.560 by another volunteer or any personnel for a public or private school, the volunteer who has such knowledge or reasonable cause to believe its occurrence shall: (i) Report the abuse or neglect, sexual conduct or luring to the agency which provides child welfare services in the county in which the school is located **and** (ii) Report the abuse, neglect, sexual conduct and/or luring a law enforcement agency;

(b) Corporal punishment in violation of NRS §392.4633 or NRS §394.366 by another volunteer of or volunteer for a public or private school, the volunteer or volunteer who has such knowledge or reasonable cause to believe shall: (i) Report the corporal punishment to the agency which provides child welfare services in the county in which the school is located.

All reporting under this additional Mandated Reporting Statute must be undertaken as set forth in all of above.

Please note that any report to the authorities is **only a request for an investigation**. The person making the report does not need to **prove** that abuse has or may have occurred.

The legal investigation at this initial reporting juncture is the responsibility of the Child Protective Services Agency (except in cases of child pornography) and/or law enforcement, such as the LVMPD. The Archdiocese complies with all applicable laws with regard to such reports and cooperates with/works in conjunction and cooperation with the legal authorities at all times. The Archdiocese may also conduct a parallel, internal investigation as set forth herein, given the Human Resource aspect of such an allegation so long as any such investigation in no way interferes with any ongoing investigation by law enforcement.

2.4 SAFE ENVIRONMENT TRAINING ON IDENTIFYING SUSPECTED ABUSE: THE CATHOLIC MUTUAL GROUP CONNECT TRAINING PROGRAM

All personnel, including volunteers must complete the Catholic Mutual Group Connect Training Program (“CMG Connect Program”) and the (5) year renewal training program at the CMG website, in order to avoid any suspension in your important service to the Archdiocese of Las Vegas..

In 2018, the Archdiocese of Las Vegas changed the primary training program it uses to train volunteers and volunteers in identifying suspected abuse from the Virtus Training Program to the CMG Connect Program. This new program is more accessible and allows the Archdiocese to include additional, personalized trainings specific to the needs of this Archdiocese. It is designed to assist the Archdiocese and the Church community by providing training to Diocesan volunteers, volunteers and children in preventing and recognizing signs of abuse, as well as reporting suspected abuse.

Consistent with the USCCB’s Charter for Protection of Children and Young People, the Archdiocese of Las Vegas maintains a full-time Victim’s Advocate/Safe Environment Manager position. In addition to receiving internal reports of suspected abuse, the Victim’s Advocate/Safe Environment Coordinator: (1) assists those unsure of whether a report must be made; (2) assists those in need of advocacy and/or counseling where allegations of abuse are made, and (3) monitors implementation and compliance of the CMG Connect Program.

Before commencing work or service with the Archdiocese, volunteers must register online with CMG Connect at: <https://lasvegas.cmgconnect.org/> and successfully pass all modules of the CMG Connect program as well as the fingerprint/background investigation. More information regarding the CMG Connect program is available through the Victim’s Advocate/Safe Environment Coordinator.

2.5 GENERAL WORK RULES AND VOLUNTEER CONDUCT STANDARDS

Volunteer conduct can reflect either positively or negatively upon the Archdiocese as a whole. As a result, volunteers are expected to conduct themselves in a professional, positive manner and exercise proper judgment with consideration to the task at hand.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. In addition to the above-referenced behaviors, the following are additional behaviors that will not be tolerated by the Archdiocese and which may also result in termination of volunteer service:

- Public support or advocacy of positions or conduct which oppose the teachings of the Church
- Consistent failure to follow policies as promulgated by the Archdiocese, the parish or the school.
- Falsifying or the failure to be forthright on/in personnel or work records, including, without limitation on an employment or volunteer application (regardless of when discovered), and any accompanying data including, but not limited to: information provided on the State of Nevada's Fingerprint Background Waiver and Notice Forms, and timekeeping records; misappropriation or unauthorized divulgence of private personnel information; internal or confidential Diocesan records; falsifying or failing to enter records required to be recorded in the course of business; and/or misuse of Diocesan computer systems Internet access, e-mails or other applications.
- Personal use of Diocesan credit, credit cards or other resources without express, advance written authorization by an authorized person.
- Being at work or performing volunteer service while under the influence of alcohol, intoxicants, or drugs, including, without limitation, marijuana/THC (which remains illegal under federal law) or use, possession or sale of such substances while on Diocesan premises; being at work without having taken the proper dosage of any prescribed medications; the abuse or sale of drugs including, but not limited to, prescribed medications.
- Theft or unauthorized removal, use of, or misappropriation of Diocesan property including, but not limited to, Diocesan funds and records, or another's property or records, or dishonesty.
- Defacing, damaging, destroying, writing, painting upon, or abusing Diocesan property, tools, equipment, or the property of another in a like manner.
- Failure or refusal to be forthright, open or truthful or withholding information or evidence concerning matters under review or investigation by the Archdiocese; fabricating information or evidence, or conspiring with another to do so, in the course of a Diocesan review or investigation; filing complaints against another volunteer or other personnel in bad faith.
- Fighting or threatening violence in the work place including, but not limited to, challenging someone to a fight, provoking a fight, and/or engaging in assault or battery of any kind.
- Possessing or concealing any item or object that is, or could be construed as a dangerous weapon.
- Threatening or attempting to intimidate another.
- Removing, defacing, or altering Diocesan posted notices or other Diocesan property.
- Unauthorized recording of co-workers.
- Misconduct including, but not limited to, sexual misconduct.
- Discrimination, harassment or other unlawful or unwelcome harassment or retaliation.
- Use of profane, crude, obscene, or sexually suggestive language.
- Possession, display, sale, or distribution of obscene/pornographic material, including, without limitation child pornography.
- Operating or using Diocesan equipment other than for specific service-related or pre-authorized functions, or other than in accordance with accepted procedure or practice.
- Failing to follow Diocesan rules or policies or failing to exercise care in the transport, record keeping or safeguarding of all forms of assets in the care and custody of or belonging to the Archdiocese, including Diocesan funds and records.
- Abuse or neglect of any duties.

- Conviction for or pleading guilty to any crime, whether or not such crime is committed against the Archdiocese, any of its volunteers, or against anyone else when, in the opinion of the Director of Safety and Risk Management, such conviction or guilty plea could seriously jeopardize the interests of the Archdiocese, its volunteers or others.
- Representing oneself as authorized to act on behalf of the Archdiocese or using one's volunteer relationship for personal gain of any kind without specific prior, written approval of the Diocesan Human Resources Department.
- Failure to comply with laws, regulations, and/or Diocesan policies, including, but not limited to, circumstances regarding hazardous materials and/or hazardous waste.
- Insubordination; general rudeness, insolence or gossip.
- Unsatisfactory work performance including, but not limited to, the failure or inability to perform, follow or carry out volunteer requirements or other instructions or assignments from your supervisor.
- Sleeping or loitering during service time.
- Engaging in horseplay.
- Failure to comply with Diocesan dress code, grooming, and/or uniform standards.
- Interfering with or distracting other volunteers or personnel, including a supervisor, while they are working.
- Gambling while providing volunteer services.
- Violating rules pertaining to safety, fire, sanitation, or health.
- Possessing firearms or weapons on Diocesan property without prior written authorization of the Diocesan Director of Safety and Risk Management.
- Engaging in any conduct which, when revealed, may:
 - Reflect unfavorably upon the Diocesan reputation, goodwill, or standing in the community.
 - Render the volunteer less effective, credible, or desirable as a representative of the Archdiocese coming in contact with others.
- Soliciting tips, discounts, favors, or other concessions.
- Tampering with any Diocesan machine, device, controls or other equipment; tampering with procedures, programs, systems, or records.
- Engaging in personal work or leisure activities (e.g., such as reading the newspaper) while on duty working for the Archdiocese.
- Violating Diocesan policies or any other Diocesan rules or the spirit thereof.
- Interacting with media or making/giving statements/information to the media on behalf of the Archdiocese.

Nothing in this policy provides any contractual rights regarding volunteer discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Archdiocese and its volunteers.

2.6 WORKER'S COMPENSATION

Workman's compensation insurance can provide benefits to volunteers who are injured on the job when in the course and scope of their volunteer duties for the Archdiocese. With limited exceptions set forth in Nevada Revised Statutes Section 616A.110, *et seq.* (e.g., Clergy), all volunteers are covered for benefits under Nevada law for job-related illness or injury. Premiums for workman's compensation benefits are paid entirely by the Archdiocese.

ALL injuries must be reported immediately to the volunteer's supervisor and documented, regardless of whether medical attention is required, provided, or refused. Even though the injury may seem minor at the time, complications could develop in the future making it important that all injuries be reported at the time the injury is sustained.

When an injury occurs during service hours during work-related duties, the following two (2) documents must be completed and submitted to the volunteer's supervisor immediately, but in no event later than seven (7) days after the incident:

1. Notice of Injury or Occupational Disease Incident Form (also known as a C-1), and
2. Archdiocese of Las Vegas "Accident/Incident Reporting Form.

These two reports must also be provided to the Diocesan Property and Risk Manager. The Diocesan Finance Office is responsible for making the required reports to the appropriate state agencies. Failure to timely report incidents may result in claims for benefits being delayed or denied. Other required documentation related to a worker's compensation claim, includes, without limitation, the following:

- Volunteer's Claim for Compensation / Report of Initial Treatment (C-4 Form)
This form is completed by the injured volunteer and his/her treating physician. The form must be completed and filed with the Archdiocese and its Worker's Compensation Administrator within three (3) working days of treatment.
NOTE: The Archdiocese maintains a list of treating physicians which is included in the workman's compensation packet provided to the injured volunteer along with the appropriate forms.
- Employer's Report of Industrial Injury or Occupational Disease (C-3 Form)
This form is completed by the Diocesan Payroll and Volunteer Benefits Manager *after* the volunteer's C-4 form has been received and properly completed.

The Archdiocese does not directly manage worker's compensation claims/cases. Any available benefits will be evaluated and administered by the Archdiocese's Third-Party Administrator for workman's compensation benefits (sometimes referred to as the "TPA") according to Nevada law.

The Archdiocese reserves the right to obtain a second opinion from a physician hired by the Archdiocese, if, in its sole discretion, it has reasonable cause to suspect a false or fraudulent claim. The Archdiocese also reserves the right to require a medical clearance authorization from the attending physician specifying work restrictions and abilities before the volunteer (who sought treatment for an industrial injury, or for any injury) returns to work.

Any questions concerning work-related injuries and any worker's compensation benefits should be directed to the Diocesan Property and Risk Manager, the Diocesan Payroll and Volunteer Benefits Manager, and/or Human Resources.

2.7 HEALTH AND SAFETY

The Archdiocese considers the safety of its volunteers a top priority. The Archdiocese believes that good safety habits and care will prevent most injuries that could occur at its properties. Volunteers who violate safety rules and regulations present a danger to themselves and those around them. To promote a safe environment, all Diocesan volunteers are expected to work diligently to maintain safe working conditions and to adhere to proper operating practices and procedures, which are designed to prevent accidents and injuries.

This requires that volunteers:

- Exercise maximum care and good judgment at all times to prevent accidents and injuries.
- Immediately report any unsafe conditions, equipment, or practices to the appropriate supervisor.
- Use appropriate safety equipment and gear when required for their position or task, and follow established protocol at all times, including, without limitation all directions on machinery and equipment.
- Always ask for instructions before using equipment with which they are not familiar.
- Report and, if authorized and it is safely possible, correct as soon as practicable, any hazardous condition, such as water/wet substances on the floor.
- Use proper lifting techniques at all times – if an item is too big or heavy, always ask for help.

ALL ACCIDENTS/INCIDENTS must be immediately reported (without exception–no matter how minor) to the immediate supervisor. An “Accident/Incident Reporting Form” must be completed. The immediate supervisor is responsible for forwarding all such reports to the Diocesan Finance Office. The Archdiocese is not responsible for loss of personal possessions through fire, theft, or other loss.

2.8 CONFIDENTIALITY

Volunteers, in the course of their service and/or by virtue of their volunteer position(s), may come into possession of or gain confidential information about the Archdiocese of Las Vegas including, but not limited to, its operations, other volunteers, students, parents, parishioners and/or volunteers (“Confidential Information”). Examples of Confidential Information include, without limitation parish bank account, and financial information, health conditions (*e.g.*, of parishioners, volunteers, etc.), payroll information, student information, sacramental status, and the identity of individuals who have confidential appointments with priests. Such information is private, confidential, and/or proprietary to the Archdiocese.

Confidential Information does not include information that has already been disclosed to the public unless such disclosure occurs through an unauthorized act on the part of any volunteer. Nor does Confidential Information include any action/information which would constitute a violation of federal, state, or local law.

The trust and confidence of parishioners, parents and other patrons depends upon the use of discretion by all Diocesan workers with all such Confidential Information. The volunteer must be aware that the obligations of confidentiality outlined herein continue at all times while the volunteer is providing volunteer service to the Archdiocese and these obligations of confidentiality survive the end of the volunteer relationship.

Under no circumstance may any Confidential Information be disclosed in any manner, whether by written, verbal, electronic or other media, outside of the Archdiocese of Las Vegas, and it should only be disclosed to relevant personnel within the Archdiocese on a need to know basis.

If a volunteer is in doubt as to the confidentiality of any information being requested of him/her by anyone, including within the Archdiocese, the volunteer should consult his/her supervisor or contact Human Resources for clarification.

2.9 NO REMOVAL/DESTRUCTION OF DIOCESAN INFORMATION/PROPERTY AND WORK MADE FOR HIRE

Under no circumstances may volunteers take, remove, copy, download, destroy, or in any way improperly manipulate Diocesan property/information including, without limitation, Confidential Information (electronic or documentary). The Archdiocese retains all exclusive rights to any and all such information/property. Theft of information or other assets of the Archdiocese of Las Vegas may lead to criminal prosecution to the fullest extent of the law.

2.10 COMPUTER AND OTHER ELECTRONIC DEVICES

The policies in this section and throughout this Volunteer Handbook govern the use of all Diocesan owned computers as well as personal computers (sometimes referred to collectively as a “device” and “devices”) used in any way to facilitate the volunteer’s work or service for the Archdiocese (regardless of whether it is used on a regular or intermittent basis for such work). As such, there should be no expectation of privacy in connection with the volunteer’s use of any such devices.

The Archdiocese provides such devices with a variety of applications, programs and internet access to volunteers to assist in the performance of their jobs (this sometimes includes the volunteer’s personal device used for the volunteer’s work). Occasional, sporadic non-business use is acceptable; however, volunteers are expected to demonstrate a sense of responsibility and not abuse this privilege.

Volunteers are strictly prohibited from using these devices as well as any e-mail, voice mail system, internet accounts, social media, or any related programs/applications (referred to collectively in this section as “systems”) for any improper or illegal purpose. While it is not possible to identify every type of inappropriate or impermissible use of such systems, the following are examples of improper uses that are strictly prohibited:

- Volunteers may not transmit, retrieve, download, or store inappropriate messages or images relating to race, religion, color, sex, national origin, citizenship status, age, disability, or any other applicable status protected under federal, state, and/or local laws.
- Volunteers may not use these systems in any way that violates the Archdiocese’s policy against unlawful harassment of any kind. As an example of conduct that would violate the Archdiocese’s prohibition on sexual harassment, volunteers may not transmit messages that would constitute sexual harassment; may not use sexually suggestive or explicit screen savers or backgrounds; may not access, receive, transmit or print pornographic, obscene or sexually offensive material or information; and may not transmit, retrieve, download, store or print messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in the Roman Catholic Church’s work environment.
- Volunteers are prohibited from using these systems for making statements that are intimidating, threatening or harassing statements to other personnel, or anyone else (e.g., an employee, a vendor, a parishioner, a parent of a student or other outside party).
- Volunteers are strictly prohibited from altering, transmitting, copying, downloading or removing any proprietary information, Confidential Information, trade secret or other information of the Archdiocese, or of the Archdiocese’s clients or vendors. In addition, volunteers may not alter, transmit, copy or download proprietary software, databases and other electronic files without proper and legally binding authorization.

- Volunteers should not download, transmit, or retrieve messages from multi-network gateways, real-time data and conversation programs including, but not limited to, instant messaging services (e.g., Yahoo Messenger), internet chat rooms, Facebook, Instagram, Tik Tok and bulletin boards during their work shift, unless such activity is specifically pre-approved in writing by their supervisor and is directly related to the volunteers' job responsibilities.
- Volunteers are strictly prohibited from using these systems in any way that violates federal, state or local laws.
- Volunteers must honor and comply with all laws applicable to trademarks, copyrights, patents and licenses to software and other electronically available information. Volunteers may not send, receive, download, upload, use, or copy software or other copyrighted material (or otherwise legally protected information) through these systems without appropriate prior written authorization from the Diocesan Legal Department.
- Volunteers may not solicit personal business opportunities or conduct personal business advertising through these systems or otherwise violate the Archdiocese's policy on conflicts of interest.
- Volunteers may not engage in gambling of any kind through these systems.
- Volunteers may not engage in day trading or otherwise purchase or sell stocks, bonds or other securities or transmit, retrieve, download or store messages or images related to the purchase or sale of stocks, bonds or other securities through these systems.

All devices (except for the volunteer's personal devices) and any and all information that is temporarily/permanently stored or transmitted with the aid of any device contemplated by this section remains the sole and exclusive property of the Archdiocese.

All software that has been installed on these devices is, and at all times remains, the Archdiocese's property and may not be used for any non-business, unlawful or improper purpose. Finally, all data that is transmitted or accessed is the exclusive property of the Archdiocese and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the Archdiocese. In order to monitor compliance with these policies, no volunteer should have an expectation of privacy in any materials contained on any system or device mentioned or contemplated by this section, including any personal devices brought onto Diocesan property.

2.11 ONLY ARCHDIOCESEAN-DESIGNATED PERSONNEL ARE TO HAVE CONTACT WITH THE MEDIA

All media inquiries, whether verbal or written, are to be directed to the Director of Communications for the Archdiocese of Las Vegas. No volunteer is authorized to provide any individual response on behalf of the Archdiocese (or any of its Parishes or schools) of any kind to the media.

2.12 NO UNAUTHORIZED RECORDINGS

Unauthorized electronic surveillance of other volunteers is disruptive to morale and inconsistent with the respectful treatment required of Diocesan volunteers. No volunteer may record, by any means, a conversation with or capture images of other personnel unless all of the following criteria are met: 1) there is a legitimate purpose for the recording; 2) a recording device is in plain view, or a notice alerting

volunteers of such a recording is in plain view; and, 3) written authorization for the recording is obtained from both the individual being recorded as well as from the Diocesan General Counsel and only after receiving a written request from the volunteer who wishes to record the conversation or capture the image.

Additionally, secret recordings of any kind are strictly prohibited. This does not apply to security cameras posted in the parishes and schools, which use visual recording in the ordinary course of business for safety purposes, where appropriate notice is posted in a conspicuous location.

2.13 SOCIAL MEDIA

While using social media accounts such as Facebook, LinkedIn, Snapchat, Tik Tok, Twitter and other social media can keep volunteers in touch with friends and family, they can also at times be misused. Volunteers are expected to be respectful, fair and courteous to fellow workers, parishioners, parents and the other people the Archdiocese serves. The rules of this Volunteer Handbook are equally applicable to all social media.

Volunteers may not 'post' or otherwise disseminate Confidential Information or Diocesan proprietary information. Volunteers may not 'post' or otherwise disseminate photos taken at the workplace without the supervisor's written authorization.

Additionally, such media should not be used to disparage, retaliate against or harass other volunteers. Harassment, discrimination or retaliation that would not be permissible in the workplace is not permissible between personnel online, even if done after hours, from home and on home computers.

Unless maintaining a Diocesan school or parish media account was expressly preauthorized in writing by the Pastor/Administrator/Principal, and such posts are specifically part of a personnel member's job duties, personnel are not to blog/post/comment about their fellow volunteers (or parishioners, students, etc.), absent their express written permission as described in this section.

In the case of a Diocesan sanctioned media page, all actual posts must be pre-approved by the Pastor/Administrator. Whenever an volunteer identifies himself/herself as a Diocesan volunteer or references the Archdiocese, its volunteers, its parishes, its schools, parishioners or students, while utilizing online social media tools or any websites, even if done casually, he/she is subject to all aspects of this Volunteer Handbook as well as all policies, procedures and protocols of the Archdiocese, including, without limitation, bearing the responsibility for obtaining Photo Releases for all persons featured in any such post. While it is impossible to list all rules pertaining to a preauthorized social media page, additional rules include, without limitation, that:

It is important to note that any media account or web page, preapproved as set forth above, and created by a volunteer on behalf of a parish or school, is Diocesan property. In the event that an volunteer utilizes such a Diocesan established account as is contemplated by this policy, and the volunteer leaves the Archdiocese's volunteer service for any reason, the related password and any rights in the account or web page (including, but not limited to, administration rights) are, and shall remain, the property of the Archdiocese.

Finally, when working on any site and/or engaging in online social networking for the Archdiocese and/or one of its schools or parishes, volunteers must comply with all applicable state laws, federal laws and local ordinances at all times.

2.14 DRIVING ON DIOCESAN BUSINESS

At any time that a volunteer is driving while on Diocesan business, regardless of whether volunteers are driving a Diocesan vehicle or a personal vehicle, volunteers must follow all safety rules/regulations and Nevada laws, including, without limitation, Nevada law requiring the use of seatbelts by the driver and passengers at all times and the prohibition of cell phone use.

2.15 DRUGS AND ALCOHOL

Alcohol and drug abuse ranks as one of the major health problems in the United States. The Archdiocese's volunteers are its most valuable resource, and their safety and health is of paramount importance. The Archdiocese is committed to providing a safe working environment to protect all of its employees, volunteers, those with whom employees and volunteers interact, and to provide the highest level of service with the least amount of risk of accidents and injuries.

2.15.1 Drug Use/Distribution/Possession/Impairment

All volunteers are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs (illegal under any law) or other unauthorized or mind-altering or intoxicating substance(s) while on company property (including, but not limited to, parking areas, grounds and fields), or while otherwise performing their work duties away from Diocesan property. Included within this prohibition are lawful, controlled substances which have been illegally/improperly obtained and/or those being used improperly. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with a lawful and proper prescription, provided the volunteer is not impaired while working or while at work. Volunteers are prohibited from having any illegal or unauthorized controlled substances in their system while at work, and from having excessive amounts of otherwise lawful controlled substances in their system.

2.16 SEARCHES AND INSPECTIONS – NO EXPECTATION OF PRIVACY

Volunteers should not expect a right to privacy in their workspaces or on any property belonging to the Archdiocese of Las Vegas including, without limitation, their office, computers, vehicles brought onto Diocesan property, etc. The Archdiocese of Las Vegas reserves the right to search Diocesan property at any time, without warning, to ensure compliance with its policies on volunteer safety, workplace violence, harassment, theft, drug and alcohol use and possession of prohibited items. Diocesan property includes, but is not limited to, offices, lockers, desks, file cabinets, storage areas, cubicles, workspaces, computers, cell phones and other devices.

No volunteer should have a lock (or password) on any Diocesan property without providing a spare key (or password) to the Pastor, Administrator, Principal or other direct supervisor. These must be kept current at all times; meaning when a password is changed, it must also be immediately provided to the Pastor, Administrator, Principal or other direct supervisor. The Archdiocese of Las Vegas may also search personal property brought onto Diocesan premises or to offsite events, including, but not limited to, toolboxes, briefcases, backpacks, purses, jump drives, vehicles and bags.

Additionally, the Archdiocese reserves the right to search any personal or private e-mail or other social media accounts/social media networking accounts that are accessed with any Diocesan computer or equipment as well as any personal device brought onto Diocesan property or to Diocesan off-site events. Accordingly, volunteers should have no expectation of privacy while on Diocesan premises or while at

Diocesan events. Failure to cooperate in searches or inspections may result in termination of voluntary service.

2.17 ZERO-TOLERANCE FOR WORKPLACE VIOLENCE

The Archdiocese of Las Vegas has zero tolerance for violent acts or threats of violence against its personnel, applicants, customers, or vendors. Personnel who are subjected to or threatened with violence by a co-worker, client or vendor, or who become aware of violence against or the threat of violence against other personnel, customers, vendors or other individuals, must immediately report such information to his or her supervisor and/or the Diocesan Director of Safety and Risk Management and/or the Director of Human Resources. Volunteers are not to assume that threats are made in jest or are not otherwise serious. If a volunteer observes an incident of violence, or threat of violence that is immediate and serious, she/he is to IMMEDIATELY DIAL 9-1-1 and report it to the law enforcement, then inform the supervisor.

Conduct that threatens, intimidates, or coerces another, including during off-duty periods, will not be tolerated. This prohibition includes, but is not limited to, all acts of misconduct, including but not limited to sexual misconduct, discrimination and harassment, including that based on an individual's sex, race, age or any other applicable category protected by state, federal or local law.

As indicated, the Archdiocese of Las Vegas endeavors to provide a safe and secure workplace for all of its personnel, parishioners, students, customers and vendors. As set forth above, volunteers are, therefore, forbidden from having in their possession any type of weapon, firearm, explosive, or ammunition while on Diocesan property or while in the course and scope of their employment volunteering with the Archdiocese. In addition, weapons are strictly forbidden even in volunteer-owned vehicles parked on Diocesan property.

All suspicious individuals or activities should be reported as soon as possible to the volunteer's supervisor. Volunteers must not place themselves in peril. The Archdiocese of Las Vegas will thoroughly investigate all complaints, with as much confidentiality as is consistent with a thorough investigation under this policy, and will take appropriate action where warranted.

Only a small number of individuals with extensive law enforcement backgrounds (due to the nature of their positions) are given the express and advance written permission of the Diocesan Director of Safety and Risk Management.

2.18 FIREARMS/WEAPONS ON DIOCESAN PROPERTY/AT DIOCESAN EVENTS

Unless pre-approved in writing by the Director of Safety and Risk Management of the Archdiocese of Las Vegas, no volunteer may at any time while on any property owned, leased or controlled by the Archdiocese, including, but not limited to anywhere that Diocesan business is conducted (such as Diocesan events hosted by outside locations) possess or use any weapon.

Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical for which the basis for possession is to cause harm to another person.

Regardless of whether a volunteer (or volunteer) possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited on any Diocesan property. They are also banned in any location in which the volunteer represents the Archdiocese for Diocesan purposes, including those listed above.

2.19 OPEN-DOOR POLICY

We spend a great deal of time at work, sometimes working closely with many other personnel. As with any relationship, disagreements and misunderstandings may arise between supervisors and co-workers. The Archdiocese is committed to maintaining a positive, professional, and collaborative work environment for all of its volunteers. To help meet this goal, the Archdiocese of Las Vegas has an open-door policy by which volunteers are encouraged to bring forward genuine work-related concerns, including, without limitation, communication issues, interpersonal conflict, and other issues with working conditions.

2.20 CONFLICTS IN WORK RULES OR HANDBOOKS

If any conflict arises between this Diocesan Volunteer Handbook and any work rules or handbook of any individual parish, school or Church location, the rules set forth in this Diocesan Volunteer Handbook shall control.

**VOLUNTEER ACKNOWLEDGEMENT FOR THE FEBRUARY 2023
ARCHDIOCESE OF LAS VEGAS VOLUNTEER HANDBOOK**

I, _____ (print the volunteer’s name), a
volunteer for the _____ (parish/school) acknowledge that on
_____ (date) I received the February 2023 Archdiocese of Las Vegas Volunteer
Handbook.

I understand and acknowledge that I am volunteering for the Roman Catholic Archdiocese of Las Vegas and that I will conduct myself in accordance with the Roman Catholic faith and beliefs.

I understand that the Volunteer Handbook (“Handbook”) summarizes the current policies, procedures and programs (collectively hereinafter “policies”) of the Archdiocese of Las Vegas (sometimes referred to hereinafter as the “Archdiocese”) and are only intended as guidelines.

I understand and acknowledge that these policies may be amended, revised or otherwise changed at any time, with or without notice, at the sole discretion of the Archdiocese. I acknowledge it is my responsibility to review any changes to this Handbook provided by the Archdiocese and to comply with any such changes.

I acknowledge that I have read the Handbook, that I understood the Handbook. I shall comply with the policies of the Handbook as well as the spirit of the policies as set forth in the Handbook (and any amendments) as a condition of my volunteer service. I understand that I may contact my supervisor, the Human Resources Department, or the Director of Safety and Risk Management, to discuss any questions I have about the policies. I will seek guidance if I have any questions about the Handbook from my immediate supervisor or from the appropriate Department within the Archdiocese of Las Vegas. I also understand that any delay or failure by the Archdiocese to enforce any rule, regulation, or procedure contained in the Handbook will not constitute a waiver of the Archdiocese’s right to do so in the future.

This Handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your volunteer service with the Archdiocese. By distributing this Handbook, the Archdiocese expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein. Where a parish’s or school’s policies conflict with those set forth in this Handbook, this Handbook shall control.

In connection with my volunteer service and throughout my continued volunteer service with the Archdiocese of Las Vegas (“Archdiocese”), I hereby authorize the Archdiocese to procure consumer report(s) about me. I further agree and understand that the Archdiocese may use these consumer reports (which may include information regarding my character, general reputation, personal characteristics, and/or mode of living) in connection with my suitability for retention, my promotion, reclassification, transfer or retention for volunteer service with/within the Archdiocese. Additionally, information within the consumer reports requested by or provided to the Archdiocese shall include routine, daily, and/or periodic checks of my criminal history. Each such report may be compiled with information from court records, State of Nevada repositories, law enforcement agencies, Consumer Reporting Agencies, departments of motor vehicles, and other state, federal or local agencies.

I understand and acknowledge that the Fair Credit Reporting Act requires that I be provided with a copy of any consumer report (and a summary of my rights if required under the law) if the Archdiocese relies on a consumer report to make an adverse volunteer service decision against me.

I UNDERSTAND AND ACKNOWLEDGE THAT THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE INTERPRETED AS A PROMISE OR GUARANTEE OF EMPLOYMENT. I understand that my volunteer service is just that, volunteer, and there is no expectation of any remuneration for the performance of my volunteer service.

I have entered into my volunteer service relationship with the Archdiocese of Las Vegas voluntarily.

If there are any questions regarding this Volunteer Acknowledgment, please refer to the Director of Human Resources, the Human Resources Administrator or the Director of Safety and Risk Management before signing.

By signing below, I authorize without reservation and any party contacted, including without limitation, a Credit Reporting Agency, to furnish any or all of the above-mentioned information. I hereby acknowledge that I have read, understand, and agree to the above.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT, ACKNOWLEDGEMENT AND RELEASE.

Printed Name of Volunteer: _____

Signature of Volunteer: _____

Location of Volunteer Service: _____

Date: _____