



## GUIDELINES FOR CONSTRUCTION VOLUNTEERS

Habitat for Humanity International is a nonprofit, ecumenical Christian organization that operates in all 50 states and more than 100 countries worldwide. Originally founded by Millard Fuller in 1976, each affiliate begins as a grass roots organization, where a group of people get together to address the need for simple, decent, and affordable housing in the community. **Habitat for Humanity of Monroe County was founded in 1988, and has completed more than 150 houses to support over 450 people in simple, decent, and affordable housing!** Our volunteers work alongside the future homeowner and other partner families, so be sure to find out a little more about whose house you are helping to build!

As a volunteer, we want to keep you safe while on site, and make you aware of some aspects of the construction experience. Some other important logistics are listed below.

### SCHEDULING

- We really count on volunteers to help build the homes. **Please arrive on site when you have been scheduled, and plan to stay for the entire shift.** The work day begins promptly at 8:00AM and typically runs until 4PM. We will work rain or shine! Plan to arrive a few minutes early to leave enough time to park and sign in.
- Construction tasks are always subject to change so please be flexible.
- Please call the volunteer coordinator or your team leader if you won't be able to come as scheduled. Give as much notice as possible.

### SIGN-IN

- Remember to sign the sign-in sheets provided at the site each time that you work. This is important to Habitat's record keeping – a number of grants are based on volunteer hours and require information that we collect on the sign-in sheets. **Writing your name legibly** on the sign in sheet will ensure that you are invited to the dedication ceremony and other upcoming Habitat events.

### PERSONAL ITEMS

- Wear work boots or sneakers; **open-toed shoes are not allowed on site.** Wear clothes that can get dirty/painted. Layer your clothing so that you can add or subtract depending upon the temperature. Bring work gloves. If you happen to have a hard hat, bring that along too. **We work rain, shine, snow or sleet, so come dressed for the weather.**
- Habitat provides coffee, water, and some snacks during each build day. In an attempt to be eco-friendly, we recommend bringing your own personally marked water bottle.

### MEDICAL

- Let the Site Supervisors know if you have a medical condition of which he/she should be aware, such as specific allergies, asthma, heart conditions, etc.

- **For safety reasons, children under age 16 are not allowed on site.** Teenagers aged 16-17 must have adult supervision. We require one adult crew leader for every four 16- and 17-year-olds on site.
- Get a tetanus shot if you haven't had one recently. Adults need a booster every ten years.

## TOOLS

- Habitat provides all tools necessary for the scheduled tasks, but you are also welcome to bring your own personally labeled tools. Examples are: hammers (16 oz. Finish or 20 oz. Framing), tape measures (12' – 20' x 3/4"), screw drivers, utility knife (with sharp blades), and/or pencils.
- **Label your tools with your name.**
- If you bring power tools, do not allow others to use them without the Site Supervisor's permission. **For safety reasons, minors are not allowed to use power tools.**

## CODE OF CONDUCT

- Habitat for Humanity of Monroe County strives to foster an environment of inclusion and respect on the build site where people of all backgrounds can work together to achieve Habitat's mission.
- We recognize that people work best when they know what is expected of them and, in turn, expect volunteers to follow rules of conduct that will protect the interests and safety of all Habitat volunteers and employees.
- Volunteers that act in discord to this policy may face immediate dismissal from the build site.
- Inappropriate build site behaviour that may result in dismissal includes, but is not limited to:
  - Theft or inappropriate removal or possession of Habitat property
  - Smoking on the job site or in any Habitat buildings or vehicles
  - Falsification of documents (including lying about one's age on a waiver form)
  - Volunteering under the influence of alcohol or illegal drugs
  - Fighting or threatening violence
  - Failure to follow a supervisor's reasonable instructions
  - Possession of dangerous or unauthorized materials such as explosives or firearms
  - Sexual harassment or other harassment or discrimination
  - Inappropriate conduct/behaviour which brings discredit upon Habitat' mission and/or goals including use of inappropriate language.