

Welcome to Public Outreach Canada!

You are starting your career in professional fundraising, representing the world's most respected non-profit organizations, while working alongside some of the most amazing people you will ever meet.

Public Outreach is a for-profit Face-to-Face fundraising agency, working on behalf of our non-profit partners. We specialize in signing up large numbers of monthly donors across the country. By investing in Public Outreach our clients more than triple their investment over five years.

Simply put, your work as a face-to-face fundraiser will help our non-profit partners protect the planet, uphold human rights and save lives!

Our motto **Honest-Respectful-Effective** is our guide in everything we do.

"Public Outreach street canvassers have recruited more than 10,000 monthly donors who raise approximately \$2-million a year."

Cheryl Rooney, Amnesty International, in The Globe and Mail

"This year alone, \$5 million has gone right to the field because of conversations people have had with street or door fundraising."

Rebecca Davies, MSF, on Public Outreach Fundraising

I wanted to commend the work of one of your fundraisers. I was very impressed by her forthright and knowledgeable presentation. Please thank her for her efforts. Keep up the good work!

Letter from a donor

The following is your Evaluation Period Onboarding Package. Please find all staff policies online at

<http://www.publicoutreachstaff.org>

About Public Outreach

Public Outreach began in 2002, spurred by the knowledge that Face-to-Face fundraising (being pioneered by only a handful of companies across North America) could be better.

Our President, John Finlay, and our co-founder, Bryan McKinnon, have long histories in fundraising and activism, starting with John at Greenpeace. Years after Greenpeace, a fundraiser knocked on John and Bryan's door. Bryan writes, "John was dismayed to discover that the new breed of fundraisers had **no connection to either the charity or the cause**. The person was clearly on commission, and was obviously lying their way through to get the donation."

That's when Public Outreach was born: the brainchild of John, Bryan and their friend, another former Greenpeace, James Julien. James passed away unexpectedly in 2009 but not before his stamp was made on PO. Most obviously, during your time at Public Outreach, you'll hear things dubbed "Rockstar" in honour of James who claimed himself a Rockstar at just about everything.

In 2016, Managing Director Allana Carson-Woodley took over the day-to-day operations of Public Outreach Canada and carries on the tradition of making magic every day.

In the very first meeting which founded Public Outreach, the company values went up on chart paper: **honest**, **respectful**, **effective**, joy, being **Fundraising Rockstars**. That list resonates with us to this day in every new fundraiser who picks up a binder or a handheld with a smile on their face!

Welcome to Public Outreach. Here's to having a great time doing it!

Our Open Door Policy

Public Outreach fosters a work environment that is built on open, direct, and honest communication.

We have an Open Door Policy that provides staff the opportunity to speak freely with any member of the senior management team at Public Outreach Canada. Staff is free to approach management to address concerns or recommendations with regard to safety, health standards, working conditions, management practices and any other workplace-related issues.

These conversations are treated as confidential as far as reasonably practical and can be initiated without fear of reprisal. We also recognize that additional channels are required to provide options that feel safe to all staff. The Human Resources Department provides telephone; email (humanresources@publicoutreachgroup.com) and drop-in.

Evaluation Period Agreement

The purpose of the **Evaluation Period** is to determine if the **New Recruit** will be able to meet fundraising targets, prior to an offer of employment as **Apprentice Fundraiser**, as determined by the agreement between Public Outreach and the Not for Profit that Public Outreach has agreed to represent.

Evaluation Period

The evaluation period will consist of in office and on turf training. During this time the New Recruit will review charity materials and learn basic skills for their fundraising career.

Evaluation Meeting

The New Recruit must have an Evaluation Debriefing Meeting with a Coach/supervisor or Manager prior to completing evaluation. There are three possible outcomes of the Evaluation Meeting: dismissal, extending the evaluation period (one extension only), OR retained and promoted to Apprentice Fundraiser.

INDICATORS OF SUCCESS FOR EVALUATION PERIOD

- **Fundraising a *maximum* of 40 hours prior to Evaluation Meeting. Public Outreach may end the evaluation at any time before this point.**
- The New Recruit will demonstrate that they will be able to sign up donors on a daily basis and achieve the fundraising response target of \$5.00 PAC/HOUR signed on the street/at the door/in the mall. Funds generated from Phone Follow Up Leads brought in by the employee may be taken into consideration in evaluating the employee's performance.
- The New Recruit must abide by the written duties, responsibilities, company policies & code of conduct as well as those communicated verbally on the job.
- Employees who fail to show up or call in for 3 consecutive shifts are considered to have resigned.

Compensation

Based on your region

I, _____, have read, understand and agree to the Public Outreach ***Evaluation Period Agreement.***

Signature

Date

***PAC = Monthly Donation, actually means "Pre-Authorized Credit Card or Cheque"**

Evaluation Period Code of Conduct 2019/2020

Please initial the yellow boxes below.



Working at Public Outreach

I abide by Public Outreach's values of Honest-Respectful-Effective at all times.

I will arrive at work on time, properly attired and ready to begin fundraising.

I will always carry and display my photo ID so a potential donor can verify which non profit partner I am representing.

When asked, I will proudly tell a potential donor that I am a trained paid professional fundraiser, never receive a commission or percentage of the donation but instead is paid a regular hourly wage.

I will never confuse or mislead the public, and I will never say, do, or display anything for which I have not been given permission by my manager or the client.

I will always use polite, sincere language when pitching members of the public along with relaxed, friendly body language. I will never act in a manner that may be construed as harassment, intimidation or manipulation.


I will never sign myself, family, friends, or coworkers up for a monthly gift on behalf of one of our clients (past or present) as this artificially inflates my results. All personal relationships motivated to give will be encouraged to do so via the client website.

I will never accept cash donations UNLESS otherwise authorized for a specific campaign.


I will uphold the Donor's confidentiality, and never make inappropriate use of donations or donor information (including credit card, banking information, email addresses, telephone numbers, addresses, birth dates, etc.)

I must never speak to the media on behalf of Public Outreach or our not-for-profit partners. Any and all media inquiries, no matter the topic, must go directly to Managing Director, Bryan McKinnon. If you have been stopped by a member of the media, please inform your coach/supervisor or manager.

I understand that breach of any of the above policies, codes or other dictates will be cause for disciplinary action up to and including dismissal.

I, , can confirm that I have reviewed, understand and agree to Public Outreach's Evaluation Period Code of Conduct.


Signature


Date

The Fine Print – Please read carefully

The following outlines terms and conditions of employment with Public Outreach Consultancy Inc. (herein referred to as Public Outreach). Public Outreach reserves the right to change these terms and conditions, with due notice.

Conditions to Your Employment: Employment with Public Outreach is contingent upon having a valid work permit, as well as successful completion of all reference checks, including a Criminal Records Check.

Evaluation & Probation Periods: This offer of employment is also conditional upon successfully passing the aforementioned evaluation period, as well as a probationary period for the first three (3) months worked. At any time during the evaluation or probationary period, Public Outreach may terminate your employment without cause

Post-Evaluation Orientation Package
Revised Version April 2019

and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise.

Rest Periods: Meal breaks are unpaid.

Attendance: Staff are expected to work their scheduled shifts as issued by their manager. In the event that you are unable to attend a shift, you must communicate with your manager per your office protocols. You may be asked to provide a doctor's note to confirm absence if your manager deems it necessary. Staff who fail to show up or call in for 3 consecutive shifts are considered to have resigned their position.

Vacation: 4% vacation accrual is automatically calculated on each pay cheque.

Overtime: Only overtime hours explicitly and directly scheduled and approved, in writing, by the Senior Fundraising Manager/Director and Human Resources are considered legitimate overtime hours. Unauthorized time worked at the staff members' own discretion is deemed ineligible for overtime compensation.

Transportation: When moving between office and turf locations, Public Outreach will provide public transit as necessary. This is provided only when moving between work locations and not as a mode of commuting between the home and a work space, whether that is the office or the day's assigned turf. Any choice made not to use the transport provided by Public Outreach is done so at the staff person's own risk.

Performance and Conduct: Public Outreach requires that our staff meet Public Outreach's expected standards of performance and/or adhere to Public Outreach's rules, procedures and policies. Failure to do so may result in disciplinary action being taken which may include suspension without pay and/or termination of employment. Performance standards for Fundraisers include established targets for PAC per hour. As a condition of your employment with Public Outreach, you are required to sign the attached Code of Conduct and comply with the conditions outlined therein.

You acknowledge and agree that Public Outreach has the right to amend its existing policies and to establish new policies from time to time regarding its staff. You agree to adhere to and keep current on Public Outreach policies and rules, including information posted on the Public Outreach Staff Site - www.publicoutreachstaff.org.

Payroll Schedule: Your salary will be paid to you on a biweekly basis, less required deductions.

Termination of Employment: Public Outreach may terminate your employment at any time for any cause recognized by law. After the end of your probationary period, Public Outreach may terminate your employment without cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required by the Newfoundland Employment Standards Act. You acknowledge and agree that the provision of notice or pay in lieu of notice as set out above constitutes complete and final satisfaction of any amounts owing to you on account of termination under contract, statute or at civil or common law.

Public Outreach Code of Conduct 2019/2020

The Public Outreach Code of Conduct is designed to provide you, the professional fundraiser, with the necessary guidelines to make your working experience at Public Outreach successful. It is your responsibility to learn and live by this code at all times while working at Public Outreach. Our goal is that your working experience will be safe and fun, all while becoming a master fundraiser on behalf of the world's most respected non profit organizations.

In signing below, you make the following commitments with regard to Public Outreach's Code of Conduct.

Working at Public Outreach

I am ready, willing and able to sign up as many donors as possible on behalf of Public Outreach's Campaign Partners.

I will abide by Public Outreach's values of Honest-Respectful-Effective at all times.

I will take charge of my personal energy, attitude and emotional state in order to bring forward my best self to the public and my co-workers.

I will always treat client materials, hand-held devices, binders, and other Public Outreach property with care and return them to the office in good condition.

I will aim to improve my fundraising skills with every shift.

While interacting with the public as a representative of a Campaign Partner

I will always represent our Campaign Partner at the time, in the place, and in the manner that has been previously agreed both with the Campaign Partner and as directed by my manager.

I will always carry and display my photo ID so a potential donor can verify which Campaign Partner I am representing.

When asked, I will proudly tell a potential donor that I am a trained paid professional fundraiser, that I never receive a commission or percentage of the donation but instead am paid a regular hourly wage.

I will always use factual cases when presenting evidence of a Campaign Partner's work and truthful statements about their goals and targets.

I will clearly establish that our goal for all donations is a long-term giving strategy.

I will never knowingly confuse or mislead the public, and I will never say, do, or display anything for which I have not been given permission by our Campaign Partner.

I will explain to a donor how our Campaign Partner will communicate with them in the future.

I will end each conversation in a polite and respectful manner, regardless of the outcome of said conversation.

I will always use polite, sincere language when pitching members of the public along with relaxed, friendly body language. I will never act in a manner that may be construed as harassment, intimidation or manipulation.

While I am working for Public Outreach I will never

Possess or use illegal substances or weapons, or prescription drugs/substances which I have not been prescribed, during working hours under any circumstances. I will immediately report the possession and/or use of such substance or weapons by other staff members, should I become aware of same. Failure to report such items in the possession of other staff will result in disciplinary action equivalent to the discipline that would be imposed if I had brought the illegal substance or weapon to work myself.

Wilfully damage property or engage in other criminal conduct during working hours.

Arrive at the workplace unfit for work. Unfit for work includes but is not limited to being too tired, with an inappropriate attitude, intoxicated by alcohol or other substance or being inappropriately dressed.

Smoke, use a cell phone for personal reasons or engage in other inappropriate behaviour while representing clients or while on turf.

Fail to call in to advise that I am late or sick for a shift for any reason. In the event that I fail to attend a regularly scheduled shift, and/or fail to advise my manager or the appropriate designate in advance, on 3 consecutive scheduled days, I shall be deemed to have abandoned my employment.

Leave the workplace (including a fundraising location) without first notifying, and receiving permission of, my coach/supervisor or manager **EXCEPT** in the event there is an emergency and/or a Health or Safety concern that necessitates my departure from the workplace. In the event that my health or safety is threatened, I will notify my coach/supervisor or manager immediately after reaching a safe location.

Wilfully misstate information contained in training materials about a client, monthly giving or Public Outreach.

Falsely enhance my results by encouraging donors to lie about their age, cancel early or otherwise temporarily inflate my perceived success.

Falsely enhance my results by signing up friends, family or co-workers via handhelds or the PO Donate system. Anyone in my personal life who finds themselves motivated to sign up to give to a charity will be directed to do so via the website.

Leave handheld devices, binders, and other gift or charity material unattended, take them home or to another public location before returning it to the office. In the case of handhelds, these devices are very expensive and both the device and their cases will be kept in good repair. In the event that the case or strap is worn, I will report it to my Fundraising Coordinator.

Encourage or participate in verbal, physical or other displays of behaviour that a reasonable person would consider embarrassing, humiliating, degrading or threatening or would otherwise amount to aggressive, violent or harassing behaviour, whether directed toward a member of the general public or other Public Outreach Staff. This prohibited conduct may include, but is not limited to, swearing, yelling, pressuring, trailing, cornering, flirtatious, unwelcome touching or otherwise coercing someone in an unprofessional or uninvited manner. I understand that excessive or unwanted flirtation is harassment.

Utter threats, insults or profanities during working hours.

Sign myself or family members up for a monthly gift on behalf of one of our clients. All personal, familial or friend donations should be set up via the charity directly.

Accept cash donations UNLESS otherwise authorized for a specific campaign by Client Services and the Managing Director.

Make inappropriate and/or unauthorized use of donations or donor information (including credit card and banking information). This includes falsifying documents and fraudulent activity.

Inappropriately use or disclose personal information belonging to clients/donors/other staff members, including, but not limited to, identity, email addresses, telephone numbers, personal residence addresses, financial information, birth dates, etc.

Engage in insubordination, wilful disobedience or fail to follow reasonable directions and instructions.

Speak to the media without permission. Any and all media inquiries, no matter the topic, must go directly to Bryan McKinnon, Managing Director. If I am approached by a member of the media, I will inform the Coach/Supervisor or Manager.

Confidentiality – Use and disclosure of personal info

I understand that all client material, donor information and/or internal office material given to me during my employment with Public Outreach is considered private and confidential. Equally, any internal Public Outreach results, financials, metrics, or other proprietary company information is considered private and confidential. This confidentiality is understood to include, but is not limited to, disclosure of any information to third parties that the client has represented as being for “internal use only” or sharing donor information with third parties (such as names, phone numbers, etc). This would also include but is not limited to other F2F vendors, competitors, and staff working for those organizations.

I understand that I will not make a statement about Public Outreach or the Campaign Partner I am representing to a police officer, government official or media representative or other individual without the approval of the VP, Fundraising Operations, Bryan McKinnon, except as may be required by law.

I understand that client materials are the client’s property and must not be shared on social media. I understand that I am not allowed to be knowingly photographed wearing any branded materials of Public Outreach or our Campaign Partners without prior approval from the VP, Fundraising Operations, Bryan McKinnon, bryan@publicoutreachgroup.com, 416-854-5960.

I understand that my obligation and responsibility is to direct any members of the press, police or government to, a) the Campaign Partner I am representing, b) my immediate manager.

I understand that if I am photographed in public wearing branded items of the Campaign Partner I am representing, or if I have inadvertently responded to questions to a reporter I understand it is my responsibility to report the incident to my manager immediately with as much detail as possible to provide to our Campaign Partner.

I understand that I am not allowed under any circumstances to be a reference for or an official representative of Public Outreach or our Campaign Partners in public media such as Facebook, Twitter, online blogs, email or any other form of electronic or print media. This includes photos with posters or vests, or details of the training, briefing notes, or any other documents I may have received from Public Outreach.

I understand that all staff information I may receive, have access to and/or interact with, including addresses, phone numbers, any other personal contact information or documentation, is completely confidential to the staff member(s) in question and should not be disclosed to other staff, the public or a third party.

Breach of any of the policies, codes or other dictates included in will be cause for disciplinary action up to and including dismissal.

While we have done our best to include popular and likely scenarios that a fundraiser could encounter during their tenure with Public Outreach, we expect that on a daily basis all Public Outreach staff will be well prepared for any potential situation by exercising their best judgment and, when in doubt, consulting your manager or the coach/supervisor.

Extended Health Care Benefits

You are eligible for benefits after working with Public Outreach for 6 months and provided you work a minimum of 22.5 hours per week. Each staff person should receive an email from our Benefits Administrators when they're eligible. In time, if you think you are eligible and have not received an invitation, contact them!

Alternatively, if you are not interested, able, or forget to sign up on your original eligibility date, there is an Open Enrollment period every May and November. At this time, all staff will be re-assessed for qualification and re-offered benefits if they are eligible. A thirty day response deadline applies in either situation.

Additionally, Public Outreach reimburses payments made to the British Columbia Medical Services Plan (MSP) for eligible staff. Public Outreach will reimburse eligible staff 100% of the premiums they pay for their own personal MSP coverage.

As with our other benefits program, a minimum of 6 months tenure and 22.5 hours per week are required to qualify. Speak to your Fundraising Coordinator or HR Representative to get the full MSP policy and requirements.

For news and information, contact any one of our Benefits Administrators at benefits@publicoutreachgroup.com or 1 888 326 5555 x 3305. Policy fact sheets, application forms and manuals can also be found on the Staff Site under "Pay & Benefits."

Health & Safety

At Public Outreach, we are invested in and concerned about your health and safety. Public Outreach has Health & Safety policies and programs designed to provide staff with a safe and healthy work environment. During the period of your employment with us, you are expected to adhere to these policies and standards, and any future policies and standards that are introduced and/or amended by Public Outreach from time to time.

The **Health & Safety Handbook** is available on the Staff Site (http://publicoutreachstaff.org/Staff_EN/health-safety/). Printed copies are made available in offices. Public Outreach employees are expected to read, understand and adhere to the policies and procedures specified in the Health & Safety Handbook.

PARTICIPATE IN HEALTH & SAFETY!

You have the right and obligation to be a part of the process of identifying and resolving health and safety concerns. How can you get involved?

- ✓ Ask questions when you're not sure
- ✓ Volunteer to become a H&S Representative
- ✓ Participate in inspections
- ✓ Be in the know – you have the right to know about hazards in the workplace
- ✓ Don't put yourself in danger – you have a right to refuse work you believe is dangerous
- ✓ Follow the law – an employer cannot dismiss or threaten staff for exercising health and safety rights

EMPLOYEE SAFETY DURING EMERGENCIES

In case of emergency, always have your manager or coach's contact number with you. If they are unavailable, know that there are many other people you can reach out to!

- ✓
- ✓ Coach/supervisor or FM
- ✓ Senior FM or Director
- ✓ H&S Representative
- ✓ Regional Human Resources Representative
- ✓ Nikki Foster, Human Resources Manager

All phone numbers for the above individuals can be found with your FC, FM, throughout this package or online at www.publicoutreachstaff.org.

If you have a disability, whether permanent or temporary, and may need help during an emergency, please inform your Manager and a member of our Human Resources (HR) Department. An HR representative will ask you to complete a self-assessment form. They will then work with you to develop an individualized emergency response process that will meet your needs in an emergency situation.

Please note that your Manager or HR doesn't need to know the details of your medical condition or disability, only the kind of help you may need. The information you provide will be kept confidential to the extent reasonably practical.

If you have questions or you already have emergency response submitted and need to adjust it, please let a member of the HR team know at humanresources@publicoutreachgroup.com or 1-888-326-5535 ext. 4000.

(Please note that the entire Health and Safety handbook is available on the staff website, make sure you have read it thoroughly)

Substance- and Alcohol-free Working Environment

Public Outreach offices are an alcohol- and substance-free space. Please remember that if any post-work gatherings occur, the proper venue for such events is an external space. If and when alcohol is involved, it should be regulated by a licensed venue and servers such as in a bar, restaurant or other entertainment space (bowling alley, board game pub, etc). As there is no regulated limit or licensed service for cannabis, it may not be consumed or served at a work event.

Consumption of alcohol or cannabis or other substance that may impair one's judgement is not allowed during working hours. This includes during any breaks in the working day, such as lunch. In addition, alcohol and/or cannabis cannot be provided to staff as a gift and/or incentive and cannot be expensed to the company.

If a staff person requires cannabis or other medication which may impair one's judgement during working hours for medical reasons, a physician's confirmation and individual accommodation will be required. Please speak directly to your local HR representative.

Illegal drugs of any description are strictly prohibited in the office space and at all workplace events; as is any entertainment that may contain a component of addiction, such as gambling.

Post-work gatherings encouraged or attended by a majority of Public Outreach staff are considered *work gatherings* for liability purposes. This means management, has a responsibility to ensure staff have a safe way home in the event of overindulgence. Likewise, if the relative tempo of the party has become excessive, managers should take steps to disperse the event before an incident occurs.

Any transgressions will be taken very seriously; we appreciate your participation in making this the healthiest, safest work space for all.

Employee Assistance Program – Aspira

The Aspira Employee Assistance Program is available to all staff as a **free**, confidential support call in service. Aspira is available as a resource for personalized programs including assessment, counseling and referral services. Covering a full range of personal and work-related issues, Aspira can help with stress, relationship difficulties, addictions, depression, nutrition, and legal or financial concerns.

TOLL FREE SUPPORT LINE: 1-877-234-5327

Aspira's programs are voluntary and confidential. They are accessible 24 hours a day, 7 days a week, through their Clinical Response Centre. In addition, you may request specifically counseling support online or counselling by phone.

www.aspira.ca

Member Log-in: PO04179 (case sensitive; note letter O then zero)

Password: 04179

We encourage you to use Aspira pro-actively! Their life coaches, nutritionists and smoking-cessation program are wellness programs available to you. Additionally, the Aspira website provides a large variety of articles on many subjects that may be informative for you—credit reporting, life balance, financial tips, moving tips, and on and on.

Acknowledgement and Agreement

Please keep this booklet! These pages are your resource to keep.

By signing below I acknowledge that I have received a copy or am able to access a copy of the *Public Outreach Health & Safety Handbook* either on-line at www.publicoutreachstaff.org or through my local Human Resources representative. By signing below, I further acknowledge that I have read the Public Outreach Health & Safety Handbook and agree to abide by the policies and procedures outlined in it.

By signing below, I acknowledge that I have read and that I understand the Post-Evaluation Package, including without limitation, those policies contained in this Package and the Code of Conduct, and that I have had the opportunity to ask questions. By signing below, I further acknowledge and agree that I will follow the full policies and procedures of Public Outreach including, without limitation, those policies and procedures contained in this Post-Evaluation Package, as amended from time to time.

Staff Signature

Date

Staff Name (Printed)

This final page is to be signed by you and returned to your Fundraising Coordinator or Fundraising Manager as soon as possible.

STAFF INFORMATION FORM

Training Date:

Have you worked at Public Outreach or Get Engaged previously? **Y / N**Would you have an accessibility concern in the event of an emergency? **Y / N**

If you would require accommodation, please request an Individualized Emergency Response Plan from your Trainer or Fundraising Coordinator. Our Human Resources team will follow up.

Basic Profile

Social Insurance Number*: _____

Given First Name*: _____

Last Name*: _____

Preferred Name: _____

Birth Date*: _____

Check one: ☐ Male ☐ Female ☐ Unspecified/neither**Full Address***

Unit #: _____ Street #: _____ Street (include Ave/Rd/St/etc): _____

City: _____ Province/State: _____

Postal Code: _____

Contact Information*

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Personal E-mail: _____

Emergency Contact Information*

First Name: _____

Last Name: _____

Relationship to You: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

*Denotes a required field

For Fundraising Support Coordinator Use Only

Department: _____ Start Date: _____

Copy of SIN received: Y N Tax forms included: Y N

Handheld/Android Liability Waiver

You are being issued access to the use of our handheld devices as part of your employment with Public Outreach Fundraising. This device is for BUSINESS USE ONLY.

While you have possession of this device, you are expected to:

1. Keep the device on your person at all times.
2. Protect the device at all times, Androids, iPhones, and iPads are frequently targets of thieves!
3. Do not add, delete or alter any of the settings or applications on the device.
4. Beyond entering data into the provided donation processing system, do not save or record any donor data on the device. (using any media: notes app, audio/video recording, screen shot, etc)
5. Do not place phone calls with the Android or iPhone.
6. Do not text with the Android, iPhone, or iPad.
7. Personal and/or Unauthorized data use on the Android, iPhone, or iPad is not allowed.
8. Emergency calls are an acceptable use of the iPhone or Android.

* Failure to follow the above rules will result in disciplinary action.

Public Outreach understands that accidents do happen, however; if we find that the device has been damaged due to your negligence, or intentionally damaged or destroyed, you may be held responsible. As a user of our handheld device, you are responsible at all times for its security; mobile devices should not be left unattended.

Failure to comply with the policies and procedures outlined in this document may result in disciplinary action. Such disciplinary action may include dismissal depending on the circumstances.

If the phone is lost or stolen, it must be reported to your supervisor or FM immediately so they may contact our IT department at 1-888-326-5535 (option 2). Please leave a voicemail if no one answers.

Please sign below indicating that you have read and understand these guidelines.

Scan and email signed copies to Becky Issenman at becky@publicoutreachgroup.com and keep the physical copies filled away in your office.

If you have any questions about proper iPhone, iPad, or Android use, please contact the IT department at its@publicoutreachgroup.com or call the above number.

Print Name:

Signature:

Date: