

READING COMPANY TECHNICAL & HISTORICAL SOCIETY

READING RAILROAD HERITAGE MUSEUM

VOLUNTEER HANDBOOK

2022

WELCOME!

Welcome to the volunteer staff of the Reading Company Technical and Historical Society and the Reading Railroad Heritage Museum! This handbook has been written to serve as your guide.

Whether you have just volunteered or have been here for a long time, we hope that you will find your work to be interesting, enjoyable, and rewarding. Our volunteers are one of our most valuable resources.

This handbook contains only general information and guidelines. It is not meant to be comprehensive and may not address all your questions. Please address specific questions to a Committee Chair or a member of the Executive Board.

The information included here will be modified from time to time. Please make sure you stay up to date on any changes. A current handbook will be available on the RCT&HS website.

Please note the instructions for returning the required volunteer application and release form, found at the end of the handbook.

Thank you for joining us as we continue to preserve and restore the collections of the RCT&HS and share the significant history of the Reading Railroad with the community and beyond. We strive to create a family-friendly, positive environment where both guests and volunteers feel welcome and valued.

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RCT&HS MISSION STATEMENT

The mission of the Reading Company Technical and Historical Society is to document, collect, preserve, exhibit, and interpret equipment, artifacts, archives, and history related to the Reading Railroad, its predecessors, successors and subsidiaries and the communities it served for the education, safety awareness, and enjoyment of its members and the public.

MUSEUM DESCRIPTION

The Reading Railroad Heritage Museum opened in 2008 and is the educational and interpretive center for the extensive collections of the Reading Company Technical and Historical Society. Displays, video, hands-on experiences, and events illustrate the impact of the Reading Railroad on southeastern Pennsylvania and beyond from its beginning in 1833 until the end of its era in 1976. The Museum is operated entirely by the RCT&HS, an all-volunteer non-profit 501(c)3 corporation formed in 1976, whose efforts have assembled the collections and built the museum.

RCT&HS CONTACT INFORMATION

www.readingrailroad.org

Reading Railroad Heritage Museum 500 South Third St., Hamburg PA 19526 610-562-5513

Mailing address: RCT&HS, PO Box 15143, Reading PA 19612-5143

2022 Executive Board

Duane Engle, President rcths.dengle@juno.com

Thomas Brown, 1st Vice President mjtsbrown@comcast.net

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2022 Compliance officer, Santo Marabella santod@ptd.net

BENEFITS OF VOLUNTEERING WITH THE RCT&HS

Volunteering one's time and efforts to a non-profit group is beneficial and enriching to the volunteer and the community as well as assisting the organization.

Volunteers may find a new sense of purpose, improve social skills, and make new friends. He/she may learn valuable skills that increase self-esteem or open new career paths. Volunteering can improve one's physical and emotional health as one finds that he/she is making a difference by teaching and inspiring others or by contributing to the preservation of irreplaceable history.

Volunteering builds community. Assisting with historic preservation helps others to feel the excitement of experiencing the past. Museum visitors feel connected to the common history of our community and appreciate the significance of the Reading Railroad and its effect on the present time.

Without volunteers, the history of the innovative Reading Railroad would have been lost. Your help in preserving and restoring the archives, artifacts, and rolling stock of the Reading is vital to continuing the railroad's memory. Together, we can carry on this essential work and enjoy the camaraderie of like-minded individuals.

VOLUNTEER OPPORTUNITIES

Accounting	HVAC work	Publication writing
Archive collection assistance	Mailing	Rail car preservation work
Artifact collection assistance	Marketing	Rental space coordinator
Carpentry	Mechanical work – diesel	Retail sales at Museum
Cement work	Mechanical work - vehicles	Retail sales - off-site
Communications with members and the public	Metal work	Roofing work
Educator for children’s programming	Model railroading	Safety (building-focused)
Electrical work	Munchkin Railroad supervision	Safety (worker-focused)
Electronics	Munchkin Railroad maintenance	Security
Event planning	Museum guide (docent)	Social media
Event assistance	Museum store inventory assistance	Software
Exhibit design	Museum store manager	Track work
Exhibit preparation	On-line sales	Volunteer records coordinator
Legacy planning and records	Painting – Museum buildings	Volunteer recruitment
Groundskeeping	Painting - rolling stock	Volunteer recognition
Housekeeping	Plumbing	Website updating
		Welding and other opportunities

VOLUNTEER GUIDELINES

- Maintain current membership in the RCT&HS.
- Become familiar with the Volunteer Handbook, adhere to it, and maintain an updated copy for your records.
- Do not use tobacco products, vaping products, alcoholic beverages, or illegal drugs. Such use is prohibited on RCT&HS property, in RCT&HS vehicles, and at off-site events sponsored or attended by RCT&HS.
- Sign in before each shift and sign out when finished for the day.
- Treat all people - fellow volunteers, museum staff and visitors with respect, civility and kindness. Profane language, even in joking, is unacceptable as a museum volunteer.
- Limit the use of phones for personal calls, especially within the hearing range of visitors.
- Avoid carrying on personal conversations with fellow staff in front of visitors.
- Direct all media inquiries to the Director of Museum Operations.

ADDITIONAL GUIDELINES FOR MUSEUM DOCENTS

- Plan to report for your volunteer shift before your scheduled time. If you cannot report at the scheduled time, notify Dale Woodland at 267-932-9175.
- Dress appropriately for meeting the public; wear the Museum vest and your name badge. Open toed shoes are not acceptable.
- Avoid eating, drinking, or reading in front of visitors.
- If you are unable to answer a visitor's question, offer to obtain the answer. Take down the visitor's name and contact information and forward it to the Director of Museum Operations
- Do **NOT** modify any artifact, display or equipment without the specific authorization of the Director of Museum Operations

SAFETY GUIDELINES

It is the responsibility of each volunteer to conduct all activities in a safe manner. Volunteers have the responsibility to identify and familiarize themselves with emergency exits, fire extinguishers, and other safety devices in their working areas. Every person in the organization assumes responsibility for individual and organizational safety and must report safety hazards or individual safety infractions to committee chairs or members of the Executive Board.

Volunteers engaging in preservation work should wear clothing appropriate to their tasks. Volunteers are responsible to bring their own safety equipment e.g., safety shoes, face masks, etc. as appropriate for personal safety.

Inclement weather may result in unsafe conditions on Museum property. Consult committee chair to determine status of meetings, yard tours, Museum closure, or event cancellations. If you hear thunder or see lightning, assist guests in the yard to proceed to shelter. All volunteers should cease outdoor work immediately and proceed to shelter.

EMERGENCY SITUATIONS: Call 911 in the event of any medical emergency. Notify an RCT&HS Executive Board Officer as soon as possible. If you believe the medical emergency may have been the result of an accident on Museum premises, document your observations and those of any other direct witnesses with their contact information and supply the information to the Executive Board officer.

Call 911 in the event of a fire. Evacuate the area immediately.

Volunteer conduct that threatens, intimidates, excludes, or coerces another volunteer, visitor, or vendor will not be tolerated.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a committee chair or member of the Executive Board or to the police, if warranted. When reporting a threat or incident of violence, the report should be as detailed as possible. Volunteers should not attempt to intercede during an incident or place themselves in a dangerous situation.

When possible, individuals who believe they are being subjected to unsafe or prohibited conduct should promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. If the conduct continues, it must be reported to a committee chair or a member of the Executive Board. If the conduct violates an RCT&HS policy, it must be reported to the compliance officer.

VOLUNTEER CONDUCT which violates guidelines or is alleged to have violated guidelines or policies will be investigated and addressed promptly. Confidentiality will be maintained throughout the process. False and malicious complaints will not be tolerated.

If violations are found to have occurred, the volunteer will be subject to verbal and/or written warning, reassignment, or dismissal.

RCT&HS ADOPTED POLICIES

NONDISCRIMINATION POLICY

It shall be the policy of The Reading Company Technical and Historical Society (RCT&HS) not to discriminate based on race, color, ethnicity, religion, gender, age, sexual orientation, gender identity, disability, or protected handicap in its programs, activities, policies, or practices. This complies with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Adopted February 7, 2012

CODE OF ETHICS POLICY

General Statement of Commitment

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization are committed to conducting the organization's business with the highest standards of integrity and personal conduct. We acknowledge that no ethics policy can address all specific situations, therefore any suggestion of a possibility of conflict should be brought to the attention of the organization. The organization is committed to avoid the appearance as well as any actual conflict with regard to:

- using association with the organization for private gain;
- preferential treatment to any outside person, family member, or organization;
- impeding the efficiency or economy of the organization;
- loss of independence or impartiality;
- affecting the public confidence in the integrity or the reputation of the organization;
- endangering the life, health or safety of anyone.

Conflict of Interest

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization shall follow the RCT&HS Conflict of Interest Policy.

Improper Use of Information

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization are prohibited from using any organizational information for personal or professional gain.

Disclosure

It is the responsibility of all members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization to make known any knowledge of ethical misconduct or conflict of interest.

Improper Use of Assets and Record Keeping

It is the fiduciary responsibility of all members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization to prevent the loss, damage, misuse or theft of property, records, funds or other assets belonging to the organization, including restricting the use of such assets to the business of the organization.

Accounting Records and Reports

The board of directors and volunteers serving on committees or otherwise associated with the organization are committed to follow generally accepted accounting principles, applicable laws and regulations, and an internal accounting control system which includes audited financial reports.

Gratuities, Favors, or Entertainment

Any member of the RCT&HS Board of Directors or volunteer, when acting on behalf of or conducting business on behalf of the RCT&HS, is prohibited from soliciting and/or receiving gratuities, favors, entertainment, or anything of significant monetary value for themselves and/or their immediate family or friends unless the following conditions are met:

- The value of the item must be less than \$25, and the value of all gifts from one business contact during a 12-month period must not exceed \$100. A gift that exceeds either value must be approved by the RCT&HS Board of Directors.
- The item is customary and does not create any appearance of impropriety.
- The item imposes no sense of obligation on the receiver.
- The item results in no special or favored treatment.
- The item could not be considered extravagant or excessive.
- The item is not concealed in any way.

If circumstances make it appropriate to accept a gift that exceeds either value threshold as stated above, the RCT&HS Board of Directors, when granting approval, must retain the following documentation:

- The identities of the giver and recipient of the gift;
- The date the Board of Directors approved the gift;
- A brief description of the gift;
- The business reason for the gift; and
- An estimated value of the gift.

This is not intended to preclude bona-fide RCT&HS fundraising activities or solicitations of goods or services for use by the RCT&HS.

The RCT&HS's assets are prohibited from use for gifts or entertainment except as expressly authorized by the RCT&HS Board of Directors.

Political Contributions

Use of organizational funds for direct or indirect political contributions is prohibited.

Acceptance of Honoraria

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization are prohibited from acceptance of honoraria, unless such funds go to the organization, with exceptions for consultant services performed by expert members unrelated to their position in the organization.

Professional Relationships

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization will follow the code of ethics, and all policies adopted by the board of directors, including nondiscrimination policy, unlawful harassment policy, and other policies adopted by the board.

Adopted February 7, 2012 Reaffirmed 6/7/2022

FREEDOM OF SPEECH AND CONFIDENTIALITY POLICY

The Reading Company Technical & Historical Society, Inc., Board of Directors acknowledges the right of its members as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the RCT&HS and its projects, however, the members' freedom of expression must be balanced against the interests of the organization.

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which a member's expression could conflict with the RCT&HS's interests. In situations in which a member is not engaged in the performance of duties on behalf of the organization, he or she should:

- Recognize that as a member, his or her comments will be commonly viewed as representative of the RCT&HS;
- Refrain from making public expressions which he or she knows to be false or made without regard for truth or accuracy; and
- Not make threats against members, vendors, or other organizations with which the RCT&HS conducts business.

Handling of Confidential Information: It is the member's responsibility not to reveal or divulge any such information. Access to confidential information should be on a "need to know" basis for non-RCT&HS members. If a member has any question whatsoever concerning whether certain information is considered to be confidential, the member should consult a Committee Chair or member of the Board of Directors. This policy, in no way, limits any member's rights under federal or state whistleblower laws.

Adopted July 6, 2012

CONFLICT OF INTEREST POLICY

The RCT&HS recognizes that its board members and volunteers enjoy both professional and private lives and may associate with others for a variety of economic, religious, political, cultural, or personal reasons. The RCT&HS, however, has a responsibility to evaluate its volunteers in terms of their faithfulness to, and effectiveness in, discharging their duties and responsibilities. Therefore, when activities threaten a board member's or volunteer's effectiveness within the system or create competition with RCT&HS purposes, the RCT&HS reserves the right to evaluate the impact of such upon the volunteer's responsibilities to the RCT&HS for the purposes of detecting conflicts of interest.

A conflict of interest is defined as an actual or perceived interest by a volunteer in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. RCT&HS board members and volunteers are obligated to always act in the best interest of the organization. This obligation requires that any board member or volunteer, in the performance of organization duties and/or activities, seek only the furtherance of the organization mission. At all times, board members and volunteers are prohibited from using their professional job title or the organization's name, equipment, or property for private profit or benefit.

RCT&HS board members and volunteers should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors except as described in the RCT&HS code of ethics policy. This is not intended to preclude bona-fide RCT&HS fundraising activities.

No RCT&HS board member or volunteer shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract:

- The RCT&HS board member or volunteer;
- Any member of his or her immediate family;
- A company, corporation, or organization in which any of the above is an officer, director, or employee in an administrative, supervisory, or management role;
- A person, company, corporation, or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

Disclosure - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of a material interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the material interest and all material facts, and after any discussion with the interested person, he/she shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. A majority of the disinterested board members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the board meeting, but after the presentation he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the board shall determine whether the RCT&HS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of the RCT&HS, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement. The disinterested directors shall constitute a quorum.

Record of Conflict - The official minutes of the RCT&HS shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion and did not vote on the matter.

Annual Statement

At the January meeting of the board of directors each year, the conflict of interest policy compliance statement must be signed by all members of the board. A new member of the board will sign the statement at the time of assuming his/her position.

Adopted February 7, 2012

COMPLIANCE OFFICER POLICY

The RCT&HS Compliance Officer shall be appointed in January of each calendar year by the board of directors. The name and contact information for the Compliance Officer shall be printed each year in the Crusader and included in the RCT&HS policy manual. The RCT&HS Compliance Officer is responsible for investigating and recommending resolutions for all reported complaints and allegations concerning violations of any policy and shall advise the president of the board of directors of actions taken or recommended to be taken by the board of directors.

Adopted February 7, 2012

WHISTLEBLOWER POLICY

General

The RCT&HS's Code of Ethics (Code) requires directors, officers, employees, members, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the RCT&HS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, employees, members, and volunteers to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer, employee, member, or volunteer who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse consequence to employment or member status. Any director, officer, employee, member, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or membership and volunteer status. This Whistleblower Policy is intended to encourage and enable members, employees and volunteers to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations

RCT&HS suggests that directors, officers, employees, members, and volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the appropriate committee chair is in the best position to address an area of concern. However, if an individual is not comfortable speaking with the committee chair or if an individual is not satisfied with his/her response, that individual is encouraged to speak with a member of the RCT&HS board of directors or anyone in a position of responsibility with whom he/she is comfortable. Committee chairs and members of the board of directors are required to report suspected violations of the Code to the RCT&HS Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an individual is not satisfied or is uncomfortable with following the RCT&HS open door policy, individuals should contact the organization's Compliance Officer directly.

Compliance Officer

The RCT&HS Compliance Officer shall be appointed in January of each calendar year by the board of directors. The name and contact information for the Compliance Officer shall be printed annually in the Crusader. The RCT&HS Compliance Officer is responsible for investigating and seeking resolution to any and all reported complaints and allegations concerning violations of the Code. The Compliance Officer shall, at his/her discretion advise the president of the board of directors of actions taken or of actions recommended to be taken by the board of directors and/or the audit committee. The Compliance Officer has direct access to the audit committee of board of directors and is required to report to the audit committee at least annually on compliance activity.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee and the board of directors until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove to be unsubstantiated or which prove to have been made with malicious intent or under false pretense will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the person who sends a report to acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted 1/3/2012

UNLAWFUL HARASSMENT POLICY

The Reading Company Technical and Historical Society (RCT&HS) opposes harassment of all individuals who are members within or visitors to the organization. All persons have the right to an environment free from the demoralizing effects of harassment or unwelcome, offensive or improper conduct.

For purposes of this policy, harassment shall consist of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an activity or creates an intimidating, threatening, or abusive environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's activities.
3. Otherwise adversely affects an individual's activities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a volunteer's status.
2. Submission to or rejection of such conduct is used as the basis for decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the individual's volunteer commitments or creating an intimidating, hostile, or offensive environment.

The RCT&HS Compliance Officer is the designated contact for any and all claims of unlawful harassment and shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the volunteer or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.

Complaint Procedure

Step 1 – Reporting

A volunteer or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the RCT&HS Compliance Officer.

A volunteer who suspects or is notified that a volunteer or third party has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the RCT&HS Compliance Officer.

If the RCT&HS Compliance Officer is the subject of a complaint, the volunteer or third party shall report the incident directly to the RCT&HS President.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the RCT&HS Compliance Officer shall immediately investigate the complaint, unless the RCT&HS Compliance Officer is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The RCT&HS Compliance Officer shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Step 4 – RCT&HS Action

Report of any investigation by the Compliance Officer shall be presented to the Board of Directors for appropriate action and shall be considered highly confidential. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the RCT&HS shall take prompt, corrective action to ensure that such conduct ceases and will not recur. The RCT&HS Compliance Officer shall document the corrective action taken and, where not prohibited by law, inform the complainant of the outcome of the investigation.

Disciplinary actions may include, but are not limited to, suspension from organization activities, suspension of membership, or removal from a volunteer position.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the RCT&HS Board of Directors within fifteen (15) days.
2. The RCT&HS Board of Directors shall review the investigation and the investigative report.
3. The RCT&HS Board of Directors may confirm, refuse, or modify any finding or corrective action as part of the appeal procedure.
4. The RCT&HS Board of Directors shall prepare a written response to the appeal within thirty (30) days. Copies of the response shall be provided to the complainant and the accused.

Adopted February 7, 2012

POLICY FOR SUPERVISION OF CHILDREN, YOUTH, OR VULNERABLE ADULTS

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children, youth or vulnerable adults, and to protect staff persons and volunteers from unfounded accusations.

1. The two adult rule – Regardless of the size group, there will always be at least two adults present. This may include the presence of an adult ‘roamer’ who moves in and out of rooms/ activities.
2. No child, youth or vulnerable adult will be left unsupervised while participating in an activity/event.
3. All activities should occur in open view. Each room or space where activities/events occur must be open to public view. For example: enclosed spaces such as classrooms or offices shall have a viewing window, a glass panel in the door, a ½ door configuration or an open door.
4. No person shall supervise an age group unless he/she is at least 18 years of age or older and is at least 5 years older than the children/youth being supervised.

Definitions:

Child or children or youth – any person who has not reached his/her eighteenth birthday

Vulnerable Adult – A person eighteen (18) years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from abuse or neglect without assistance from others.

REPORTING:

Reporting of an allegation of child abuse is required whenever there is “reasonable cause to suspect” that abuse has occurred (PA Child Protective Services Law), Title 23 Pa. C.S.S. Chapter 63). Reasonable cause to suspect abuse can occur (1) when any staff or a volunteer personally witnesses an incident of abuse, (2) when an allegation of an event of abuse is made to staff or volunteer by a third party, and/or (3) when a child or vulnerable adult discloses abuse to staff or a volunteer. It is crucial that reporting be immediate and the allegations dealt with as soon in time as possible to the incident or disclosure.

Reports of suspected abuse of child or vulnerable adult between the ages of 18 and 21 are made to the Pennsylvania Child Abuse Hotline (24-Hour service) at 1-800-932-0313 or to the Child & Youth agency of the county in which the alleged abuse occurred. Reports of suspected abuse of vulnerable adults over the age of 21 are made to the Pennsylvania State Police.

Adopted 1/3/2012

INSURANCE INFORMATION

The Reading Company Technical & Historical Society (RCT&HS) provides medical insurance coverage to its members up to a maximum of \$100,000 for any injury that occurs while volunteering for RCT&HS. This is the only insurance RCT&HS provides to its volunteers. This coverage is secondary to any personal medical insurance coverage you may have through your place of employment, Medicare, or secondary coverage. This means that if you are injured while working as a volunteer for RCT&HS, you should submit claims to both our insurance carrier and to your own carrier. If you do not have medical insurance coverage on your own, then the RCT&HS medical insurance carrier becomes your primary insurance provider. The complete volunteer Blanket Accident Policy can be found in the volunteer handbook folder located at the Museum desk.

Unfortunately, RCT&HS is unable to provide Worker's Compensation insurance for its volunteers. Under current Pennsylvania law, organizations having paid employees are required to provide those paid employees with Worker's Comp Insurance. Organizations like RCT&HS with an all-volunteer work force are not required to provide Worker's Comp Insurance. In fact, in Pennsylvania, our agent's research has found no insurance companies that offer Worker's Comp insurance for all-volunteer organizations such as ours.

What this means is it is the responsibility of each volunteer to make sure they have medical insurance as well as personal disability insurance, if desired, for loss of wages if they are employed. There is also no liability insurance coverage for his/her losses such as broken tools, damage to personal items, or similar occurrences.

In order for the RCT&HS to function as an organization without the constant worry of liability from not being able to provide Worker's Comp Insurance for its volunteer work force, a Volunteer Release policy is in place. By signing a Volunteer Release agreement, you are agreeing to give up your right to liability claims against RCT&HS.

Every person wishing to do volunteer work for RCT&HS must sign the attached "**Volunteer Release Form**". This includes every form of volunteer work provided to the RCT&HS and its Reading Railroad Heritage Museum. It includes any volunteer work done at any location on RCT&HS property or at any off-site event in which the RCT&HS participates.

The volunteer application and the volunteer release form are inserted separately in this handbook. Please fill them out and sign them and return them to the Museum office. You are welcome to make a copy of each for your records. The release shall remain in effect for as long as you are a member of RCT&HS, or until you revoke the release in writing.

Volunteer Release Form

Volunteer's Name: _____

Guardian (if applicable): _____

Street Address: _____

Waiver and Liability Release: The undersigned hereby releases READING COMPANY TECHNICAL & HISTORICAL SOCIETY, INC., ("RCT&HS"), and its Sponsors, Managers, Officers, Directors, Employees, Agents, Affiliates and/or Attorneys, with a business address of PO Box 15143, Reading, PA 19612-5143, from all liability as permitted by law while he/she is on RCT&HS's property and/or otherwise while acting in his/her capacity as an volunteer/agent for RCT&HS. The Undersigned acknowledges that this is a condition of his/her service as an volunteer/agent for RCT&HS. This release does not waive any claims against the secondary medical payment insurance which is held by RCT&HS.

This document is also intended to be valid and binding to the fullest extent allowed under Pennsylvania law.

Assurances: The Undersigned has full power, authority, capacity and right without limitations to execute, deliver and perform this release.

Binding Effect: This release shall be binding upon the Undersigned and the Undersigned spouse and children, legal representations, heirs, successors and assigns to the fullest extent permitted by law. This Release has been carefully and fully read by the Undersigned. Undersigned understands this Release and its terms and conditions and has voluntarily executed and delivered this Release this _____ day of _____.

Acknowledgement:

I/We _____, have read the above Release in full. I/We fully understand its terms and conditions and hereby voluntarily execute and deliver this consent to my participation as a volunteer/agent of RCT&HS. I further agree to be bound by the Release's terms and conditions.

Signature of Volunteer

Date

Signature of Parent/Guardian if under 18 years old

Date

**READING COMPANY TECHNICAL AND HISTORICAL SOCIETY AND
READING RAILROAD HERITAGE MUSEUM
VOLUNTEER APPLICATION**

Name _____ date of birth _____

Address _____

City _____ State _____ Zip code _____

Phone: Home _____ Cell _____

Contact in case of emergency _____ Phone _____

My skills:

Interpersonal _____ Business _____

Technical _____ Professional _____

Other _____

Volunteer position preferences:

I have received and read the handbook and agree to follow the RCT&HS guidelines and policies.

Signature

Date