

The following is a list of written policies and procedures that your agency is required to have in order to be in compliance with VOCA Guidelines and Federal Terms and Assurances; VAWA Federal Assurances, Certifications and Conditions; and/or SAVS Conditions and Guidelines as stated in your award document.

- **Board Investigation Policy**
- **Confidentiality Policy:**
 - Written Release Forms –this includes to whom and what kind of information may be shared
- **Conflict of Interest Policy**
- **Drug-Free Workplace Policy**
- **Employee (and Volunteer) Training Manual**
- **Employee Evaluation Process Policy**
- **Financial Policy and Procedures, including:**
 - Personnel payroll policies
 - Process for tracking grant expenditures by fund source
 - Process for documenting in-kind match
 - Process and documentation for employees to track time/attendance by fund source
 - Process and documentation for gift cards and/or emergency assistance funds
 - Process for tracking program income (not required in SAVS Grants)
- **Grievance Policy for: Clients, Staff, and Volunteers**
- **Limited English Proficiency Policy (LEP Policy)**
- **Memorandums of Understanding (MOUs) or agreements** with local Law Enforcement or other agencies (if applicable)
- **Non-Discrimination Policy** for clients, employees, volunteers specifying non-discrimination based on:
 - *Age
 - *Disability
 - *Gender Identity
 - *Race/Ethnic Origin
 - *Religion/Spirituality
 - *Sexual Orientation
- **Non-Violence in the Workplace Policy**
- **Physical Inventory (Equipment and Property) Procedure**
- **Policy Banning Text Messaging While Driving**
- **Procedure for referring Civil Rights complaints to DOJ or OCR**
 - Requiring employees watch the online OCR Training for Grantees
- **Seat Belt Policy**
- **VOCA Vehicle Policy and Mileage Charts** (if applicable)
- **Volunteer Files:**
 - Volunteer application
 - Signed confidentiality form
 - Completed Caregiver background check for volunteers
 - Documentation showing interview completed
 - Documentation showing reference checks completed
 - Volunteer tracking form (includes total hours and signature)
- **Whistle Blower Policy**