



The **Voice** of the **Martyrs**

2026 Handbook

GUESTS, VENDORS & VOLUNTEERS EDITION

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1 INFORMATION FOR ALL STAFF, GUESTS, VENDORS, AND VOLUNTEERS

1.1 Letter from the President

Greetings, dear brothers and sisters in Christ,

Each time you review this handbook, please prayerfully commit/recommit to

- ▶ focusing on your personal walk with God, and — above all else! — living a life of joyful worship, prayer and Bible study
- ▶ being actively involved in fellowship within a local gathering of believers (Hebrews 10:25)
- ▶ maintaining a servant's heart and doing “everything as unto the Lord” since you are ultimately working for him, not VOM's leaders (Colossians 3:23)
- ▶ understanding that the glory of God, his Great Commission (Matthew 28:19-20) and the health of the global body of Christ are the priorities in our decision making
- ▶ talking to me if you have any question, concern or disagreement with VOM's mission, purposes or statement of faith
- ▶ abstaining from even the appearance of wrongdoing (1 Thessalonians 5:22) and understanding that I and each of VOM's other leaders are strongly committed to enforcing the standards of Christian and professional conduct described in this manual

VOM has done amazing ministry work in the U.S. and around the world for more than 50 years, and there is more to come if we remember Galatians 6:9, which instructs us not to “grow weary of doing good, for in due season we will reap, if we do not give up.”

May the Lord bless you and your family as you serve him!



Cole Richards



AT VOM, WE VALUE:



BIBLICAL DISCIPLESHIP

And he said to all, "If anyone would come after me, let him deny himself and take up his cross daily and follow me" (Luke 9:23).

How we live as biblical disciples:

- **WE LOVE** the Lord with all our heart, soul, mind and strength.
- **WE PLACE** Christ first.
- **WE OBEY** God's Word and direction at any cost.
- **WE WALK** according to the Spirit and not the flesh.



SERVING AS UNTO THE LORD

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ (Colossians 3:23-24).

How we serve as unto the Lord:

- **WE GIVE** all glory and honor to God.
- **WE OFFER** the Lord our best attitude, effort and ideas.
- **WE STRIVE** for excellence.
- **WE PURSUE** spiritual, physical, emotional and mental wellness.



FAITHFUL STEWARDSHIP

As each has received a gift, use it to serve one another, as good stewards of God's varied grace: whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength that God supplies—in order that in everything God may be glorified through Jesus Christ. To him belong glory and dominion forever and ever. Amen (1 Peter 4:10-11).

How we serve as faithful stewards:

- **WE TRUST** God alone for our provision.
- **WE COMMIT** to the highest standard of integrity.
- **WE SEEK** to learn more.
- **WE EMBRACE** accountability and correction.



UNITY IN OUR FELLOWSHIP

"I do not ask for these only, but also for those who will believe in me through their word, that they may all be one ... so that the world may believe that you have sent me" (John 17:20-21).

How we unite in fellowship:

- **WE SHOW** care and concern for one another.
- **WE PRAY** for one another.
- **WE WORK**, together, to advance Christ's kingdom.
- **WE TREAT** one another as we want to be treated.
- **WE BUILD** trusting relationships.



CULTIVATING UNDERSTANDING

"My mouth shall speak wisdom; the meditation of my heart shall be understanding" (Psalm 49:3).

How we cultivate understanding:

- **WE DEFINE** responsibility and scope of authority clearly.
- **WE ASK** questions and avoid assumptions.
- **WE LISTEN** well.
- **WE ENGAGE** in intentional dialogue.
- **WE WELCOME** different perspectives.





CARE AND CONFLICT RESOLUTION AT VOM

We demonstrate concern for one another and identify early those who are struggling.

We intervene immediately to deescalate and open dialogue with those involved and affected.

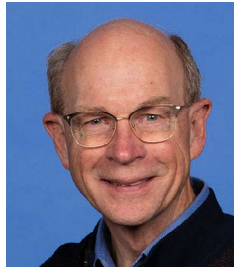
We work to provide member care, mentorship and sabbatical when appropriate.

We are patient in the process because healing takes time.

We work to ensure individuals are restored to service as members of the body of Christ.



1.4 Introduction to VOM's Board of Directors



Harvey Little
Chair



Marshal Wright
Vice Chair



**Ann-Marie
Constable**



Greg Davis



David Dyson



Tom Holland
Secretary/Treasurer



Ben Montanez



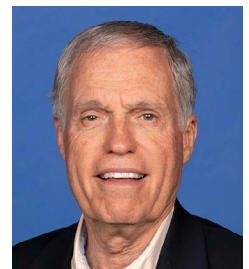
David Todd



Cole Richards



Tammy Schneider



Mark Shumaker



Don Banner
Member Emeritus



Paul Gustafson
Member Emeritus



Merv Knight
Member Emeritus



Paul Peterson
Member Emeritus

1.5 Legal Notice

This edition of VOM's handbook supersedes and revokes all prior handbooks, policy manuals, procedures, statements of hire, or other verbal or written representations and may not be amended or supplemented without the approval of VOM's President.

This handbook does not constitute an employment contract or a guarantee that employment will continue for any particular length of time. It is presented as a matter of information only and its contents should not be interpreted as a contract, either expressed or implied, between VOM and anyone.

It is everyone's obligation to be familiar with its contents and comply with all its provisions. This handbook does not anticipate every circumstance or question about policy. As VOM continues to grow, the need may arise to revise, supplement or withdraw portions of this handbook or the policies it contains. Although we welcome and value your input, VOM reserves the right to modify, apply or not apply any of the policies or benefits summarized in this handbook at its sole and absolute discretion, without prior notice.

According to Oklahoma law, all employment with VOM is "at will," which means that either you or VOM are free to conclude the employment relationship at any time, for any reason, with or without cause and with or without prior notice.

All staff are required to agree with and subscribe to VOM's mission, purposes and statement of faith. These items are always available at vom.org.

If you have any suggestions, ideas, or want further clarification of policies and procedures, please feel free to contact VOM's Personnel Division or President.

1.6 VOM's History and Identity

Each new staff member is required to familiarize themselves with the history and identity of VOM by reading the book *Wurmbrand: Tortured for Christ — the Complete Story* and completing VOM's new staff orientation, which is hosted on RightNow Media At Work.

The Voice of the Martyrs has served persecuted Christians since 1967.

The Beginning of a Unique Ministry

After his release from a Communist prison in Romania, Richard Wurmbrand moved to England, where he spoke out for persecuted Christians and wrote *Tortured for Christ*, his testimony of being persecuted for his faith. Later, Richard and his wife, Sabina, moved to the United States, and in 1966 he appeared before a Senate Subcommittee, where he removed his shirt to show the 18 deep torture wounds on his body. His story spread rapidly, leading to speaking engagements around the world.

In 1967, Richard and Sabina began a ministry committed to serving persecuted Christians and being their voice. That year, Richard released his book *Tortured for Christ*, which now has well over 10 million copies in print in more than 50 languages. That October, the first monthly issue of the newsletter was published in the United States. Originally called Jesus Christ to the Communist World (JCCW), the ministry was later renamed The Voice of the Martyrs (VOM) after the title of the monthly newsletter. By the mid-1980s, the ministry's work had been established in 80 restricted nations and hostile areas, with offices in 30 countries around the world.

Richard retired from VOM's day-to-day work in 1992, but he remained involved in writing, mentoring VOM's leaders and serving as a member of the board of directors. He maintained a keen interest in the work until his death in 2001. He is remembered with great affection as an outstanding man of God who was passionate for the cause of Christ, powerful in evangelism, and steadfast in suffering for the sake of the Jesus he loved.

Sabina, who passed away on Aug. 11, 2000, is remembered as a woman of great integrity, a student of the scriptures, a mighty faith warrior and a true helpmate to her husband.

VOM's current President, Cole Richards, has served at VOM for 19 years. He came into the role of President on Jan. 1, 2018, after serving as VOM's Regional Director for the Middle East, Regional Director for South and Central Asia, VP for International Ministry, and Executive VP. Cole and his

wife, Jennifer, and their children came to VOM after living in a restricted nation in the Middle East as tent-making missionaries. Cole also has a background as a pastor and military officer. He has ministered in more than 60 nations, including nearly all of VOM's major mission fields. You can read more about Cole at vom.org/bios.

1.7 VOM's Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father where he intercedes for us, in his present rule as Head of the Church, and in his personal return in power and glory.
4. We believe that all men and women are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that repentance of sin and faith in Jesus Christ is necessary for regeneration by the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life.
6. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life in the presence of our Lord, and the lost unto the resurrection of damnation and eternal punishment.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ and that all true believers are members of his body, the church.
8. We believe that we must dedicate ourselves to prayer, to the service of our Lord, to his authority over our lives, and to the ministry of evangelism.

1.8 VOM's Five Purposes

1. To encourage and empower Christians to fulfill the Great Commission in areas of the world where they are persecuted for sharing the gospel of Jesus Christ.
2. To provide practical relief and spiritual support to the families of Christian martyrs.
3. To equip persecuted Christians to love and win to Christ those who are opposed to the gospel in their part of the world.
4. To undertake projects of encouragement, helping believers rebuild their lives and Christian witness in countries where they have formerly suffered oppression.
5. To promote the fellowship of all believers by informing the world of the faith and courage of persecuted Christians, thereby inspiring believers to a deeper level of commitment to Christ and involvement in his Great Commission.

1.9 Church Involvement

Involvement in a local fellowship of believers is critical to the spiritual health of every follower of Christ. Working or volunteering at VOM is not a substitute for regular church attendance; every VOM staff member and volunteer should be a baptized believer in Christ and part of a local fellowship of believers who corporately encourage each other to live as Christ's disciples as the Bible instructs. To emphasize the importance of this aspect of biblical discipleship, and to help our staff members establish and maintain healthy local church relationships, we have integrated a discussion of local church participation (worship and fellowship) into both the volunteer and employment application and staff's annual review process.

1.10 VOM Contact Information

VOM's street/mailing address and telephone number are listed below for your convenience.

VOM
1815 SE Bison Road
Bartlesville, OK 74006

Phone: 918-337-8015

Fax: 918-338-0189

1.11 VOM Property, Resources and Equipment

Use of Equipment

As VOM seeks to steward our resources well, everyone should exercise care while using VOM's property and equipment and follow all operating instructions, safety standards and guidelines. Please notify your supervisor if any equipment appears damaged, defective or in need of repair to prevent deterioration of equipment or injury. Your supervisor can answer any questions about a staff member's responsibility for maintenance and care of equipment or vehicles used on the job.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment will result in disciplinary action, up to and including termination of employment.

Computer and Electronic Communication Systems

Computers, computer files, VOM's email and other electronic systems and all software furnished to employees are VOM property intended for ministry use. Therefore, VOM retains the right to audit computer workstations for inappropriate use at any time, with or without notice, and may monitor electronic messages sent or received on VOM systems.

Creating, storing, distributing or accessing any inappropriate content (e.g., pornographic, racist, sexist, violent or other items that do not have a VOM business purpose) is prohibited. Regarding software and applications, VOM purchases and licenses various software for business purposes and does not own the copyrights. Transferring the software is prohibited, as is reproducing the software for personal use unless given written permission. Employees must obtain authorization from a supervisor to download computer applications (to protect systems from viruses) or to enter agreements with Internet-based businesses and providers that charge a fee.

Staff are responsible for notifying their supervisor upon learning of any violation of this policy. Staff who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Full details about electronic and computer policies and procedures can be provided by HR or found on ADP.

1.12 Inappropriate Language and Gossip

Scripture is clear about the behavior of biblical disciples, and VOM has a no-tolerance policy regarding

- abusive language,
- cursing and other coarse or indecent language,
- gossip,
- spreading malicious, salacious or personal information about others,
- causing discord or dissention.

Anyone who becomes aware of such behavior must immediately report it to an appropriate individual, such as your supervisor or any member of VOM's Leadership Team. You may bring concerns to any of these individuals at any time.

The consequence for engaging in this behavior or failing to report this behavior could be anything from a verbal warning to immediate termination, depending upon severity.

1.13 Political Expression

Key Terms

When we say “political expression at VOM,” we are referring to anything someone may say or do while on VOM property or attending VOM meetings, gatherings or events to provide comment on governmental or public policy issues. When we say “public policy issues,” we are referring to all matters concerning government and the law including (but not limited to) current, former and potential political leaders and candidates, government institutions and employees, and laws and legal issues.

Summary

Select VOM staff members, partners and consultants are engaged with politicians and government officials, as well as political, governmental,

and legal issues in pursuit of the accomplishment of our purposes. Aside from those individuals discussing pertinent issues in the appropriate forums, political expression of any kind is disallowed in our facilities, at our meetings, gatherings and events, and via our electronic systems (email, phone, etc.).

Background

Please understand that there are three options for VOM on this issue:

1. Allow all political expression.
2. Disallow all political expression.
3. Review all forms of political expression to decide which are unacceptable, communicate these decisions to the staff, and monitor the ever-changing landscape to change our determinations when necessary.

Choice #1 is not to be considered, and choice #3 would require an astonishing amount of work that would not yield benefit for VOM's calling and purposes.

VOM's gatherings, systems and facilities are not intended for personal political expression or discourse. Everyone must understand that regardless of the validity of their views, personal expression of these views is always a distraction from the intended use of VOM's gatherings, systems, and facilities.

If anyone wonders about VOM's stance on any specific political issue, they are always welcome to write VOM's spokesman, Todd Nettleton, or VOM's President, Cole Richards, directly at tnettleton@vom.org or crichards@vom.org, respectively.

No one should feel a need to champion public policy ideas relative to biblical Christianity while at VOM because VOM is already strongly committed to the biblical position on these issues. For example, we believe in the dignity of every human being, as each is created in God's image and is of equal eternal value to our Creator. This means that we hold human life and dignity to be sacred, which leads us to have the strongest possible stance against sexism, racism, ageism, harassment, etc. These matters are settled at VOM, so there should be no reason a staff member feels a need to champion them in our facilities. However, if any staff member feels that VOM is morally, ethically, or biblically deficient in any way, he/she should contact their supervisor or VOM's Head of Personnel immediately.

1.14 Confidentiality

VOM serves with missionaries and native Christians in highly restricted nations. These believers and their families are often in danger while spreading the gospel. For their protection, employees must keep specific information about these contacts, their locations, operations, and other vital information confidential.

Such confidential information includes but is not limited to details of

- VOM's travel, strategies and operations
- names or other personal information about VOM staff, volunteers, board members, and partners
- specific locations of contacts and our work

Such matters should not be discussed outside VOM's staff or with other staff members who do not need to know such information to perform their job duties at VOM.

Protection of confidential ministry information is vital to the interests and success of VOM, and information and matters that were confidential during the staff's employment with VOM remain confidential after termination of employment.

Any breach of confidentiality will be treated with the utmost seriousness. Staff who improperly use or disclose ministry secrets or confidential information, assist others in making such disclosures, or who willfully fail to report others who do so will be subject to disciplinary action, up to and including termination. Furthermore, individuals who misuse sensitive VOM information should expect that VOM will fully participate with law enforcement officials in any resulting investigation to ensure they receive consequences for their actions to the full extent of the law.

1.15 Dress and Appearance

- I. Department-Specific Standards
 - a. Please talk to your department director about any specific requirements for your position.
 - b. Staff members whose departments do not have specific requirements are expected to meet the minimum standard.
2. Minimum Standard

-
- a. VOM has adopted minimum standards that are relaxed in several ways, with the intent of encouraging our staff to embrace a healthy and active lifestyle.
 - b. Our intention is to make allowances for wellness while avoiding individualistic self-expression, meaning clothing choices that reflect style trends or fads that result in distractions in a conservative work environment.
3. The VOM minimum standard includes
- a. pants/bottoms that are nicer than leisure wear (excluding faded/ adorned jeans, tights, leggings, yoga pants, joggers or shorts). Denim jeans of one color are acceptable. Frayed hems are not permitted.
 - b. shirts/tops that are nicer than T-shirts and do not feature imagery or messaging (other than a small corporate/brand logo or maker's mark). For men, anything with a collar is acceptable; quarter-zip shirts or pullovers are also acceptable. For ladies, sleeveless is acceptable, but no part of a bra may be visible. Undershirts (men) and bras (ladies) must always be worn. Men's button-up/dress shirts should be tucked in and remained buttoned.
 - c. items that are not faded, worn, dirty, stained or tattered.
 - d. clothing that is conservative.
4. Standard of Conservative Dress and Appearance
- a. Working at VOM represents an opportunity to serve our persecuted Christian family members, not an opportunity for individualistic self-expression through dress and appearance that are distracting in a conservative work environment. While at VOM, we make much of our Lord and our Christian family, and we do not seek to draw attention to ourselves.
 - b. "Conservative" excludes anything that does not fit within what, in the discretion of VOM, is considered normal, appropriate and respectful.
 - c. This same conservative standard applies to all other aspects of appearance, in addition to clothing and footwear. For example,
 - hairstyles must be conservative and never include unnatural colored dyes

-
- “piercing” jewelry is limited for ladies and never acceptable for men
 - tattoos must be covered (employees can request an exception)
 - shoes must be clean, and socks must be muted colors, with no overly bright colors or logos. Running shoes or similar styles are acceptable. Casual sandals, such as flip-flops, are not acceptable.
5. Questions and Problem-Solving
- a. Please bring any questions you may have about dress or appearance to your director or HR.
 - b. Supervisors and directors are not allowed to discuss these issues with their staff members of the opposite sex beyond communicating basic guidance to the entire department. An HR member or someone in the supervisory chain of the staff member's same sex must be present for such a discussion.

1.16 Security Badges

Staff, regular and long-term volunteers, and certain other approved guests will be issued a photo ID badge that works as the access key card for the security-controlled doors. ID badges/key cards should be worn above the waist, so they are visible and are required at all times while on property leased or owned by VOM.

Each ID badge/key card is unique and the sole responsibility of the recipient. No one is allowed to borrow or exchange key cards with any other card holder or loan their ID badge/key card to anyone. ID badge/key cards will open the doors during regularly scheduled workdays. Your supervisor will determine if you will need access to the facilities during times other than the regular workday.

If you misplace or lose your key, notify Security or the Director of Facilities Services immediately. All keys must be returned to the Facilities Department upon termination of employment with VOM as a staff member or upon change to a job that no longer requires issued keys.

Temporary key cards may be issued to contract or volunteer workers on an “as needed” basis. Visitors at VOM will be provided an “Approved Guest” badge (green) or an “Escorted Guest” badge (red) for entry onto our facilities. Those given “Escorted Guest” (red) badges must be accompanied throughout our property at all times by a staff member.

Certain positions (for example, operations and facilities staff) at VOM

require use of lanyards of the breakaway style for safety purposes. Any such staff member must wear his/her ID badge/key card on such lanyard at all times while on VOM property.

Disregard of, misuses of, loss of, or damage to ID badges/key cards may lead to disciplinary action, up to and including termination of employment.

Everyone is required to report suspicious activity or people who appear to be unauthorized to VOM's security staff at the front desk.

1.17 No Weapons

By law, the State of Oklahoma allows weapons to be kept inside a locked vehicle while parked on employer-owned or -controlled property. VOM acknowledges this right. However, no weapons, legal or otherwise, are permitted out of any person's vehicle while on VOM property. VOM reserves the right to allow approved security personnel to carry weapons. Violation of this policy will result in disciplinary action, up to and including termination of employment.

For the purpose of this policy, weapons are

- Knives, other than box, pocket or utility
- All firearms
- Other items designed to inflict harm or that can be used to inflict serious harm (axe, baseball bat, etc.) within the sole discretion of VOM.

1.18 Emergency Closings & Procedures

Emergencies such as severe weather (snow/ice, floods, tornadoes, fires, earthquakes), power failures and other disasters sometimes disrupt our operations and occasionally require the closing of VOM's facilities.

VOM's senior leaders look at a variety of factors when evaluating closures or delayed openings of VOM facilities. Factors include school closures, other business closures, observed road conditions and forecasts.

Decisions on closings or delayed openings related to these factors will be communicated through text and email as early as is reasonably possible to allow staff time to adjust. Staff and volunteers can also call VOM's emergency information line to confirm whether facilities are open (918-338-8500).

When VOM must close facilities during the workday, a text and email

alert goes out; in these situations, time off from work will be paid for the amount of time during an employee's regularly scheduled workday which the employee misses due to such closure. When VOM delays opening facilities, staff will be paid for the time missed. Non-exempt staff paid on an hourly basis should record this time as "VOM Closed" on their timecard.

1.19 Visitors

Staff members are responsible for the conduct and safety of our visitors. All visitors should enter VOM in the front lobby of the Wurmbrand Center (the security desk area) where authorized visitors must sign in and receive a visitor badge.

While in the public areas of VOM property, which include the lobbies and visitor areas of the large facilities and the outdoors portion of VOM's property, visiting Minors under the age of 16 must remain in the presence (within sight) of their parents/adults who brought them to visit VOM ("Responsible Adults"). Visiting groups/families must come to VOM prepared to provide this kind of adult supervision because staff will only be able to assist them with supervision at certain times and in a limited capacity. If an unaccompanied child or unauthorized individual is observed on VOM's premises, immediately notify security, a director or Leadership Team member and, if prudent, direct the individual to the reception area of either the Operations Center or Wurmbrand Center (See Section 1.26).

If a Responsible Adult is not available or able to provide proper oversight or care for Minor(s) under their responsibility, or if staff is concerned that the Responsible Adult may not be providing proper oversight or care for Minor(s) under their responsibility, staff should bring the matter to the attention of security or a Leadership Team member immediately.

Inside Secured Areas of VOM Facilities:

Minors must possess and appropriately wear their security badge inside secured areas. All Minors (all children and youth under age 18) will be issued a red badge, which requires them to be escorted at all times while in the secured areas. As with all unescorted red badge guests and individuals with no badge, report any incident of such an individual immediately to security.

1.20 Literature Display and Advancing Doctrinal Distinctives

Items pertaining to VOM's ministry purposes may be allowed to be posted on specific VOM bulletin boards set aside for that purpose. As VOM is an interdenominational ministry that serves Christians from many biblical denominations, posting or distributing literature advancing denominational or doctrinal distinctives is not allowed. Furthermore, having strident discussions or arguments about doctrinal distinctives or political positions is not allowed. Contact VOM's Executive Office Manager (Cheri) to request permission before posting information on bulletin boards.

1.21 Sexual and Other Forms of Harassment

VOM is committed to providing a work environment that is free from discrimination and unlawful harassment (sexual or otherwise). Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, or any other legally protected characteristic will not be tolerated. Harassment (both overt and subtle) is a form of staff misconduct that is demeaning to another person or undermines the integrity of the employment relationship, and it is strictly prohibited.

Sexual harassment includes, but is not limited to:

- physical contact of a sexual nature
- verbal harassment, sexual jokes, or innuendos, etc.
- sexual advancements or propositions
- displaying or sending inappropriate or obscene pictures or videos
- conditioning employment decisions upon submission to sexual harassment or sexual requests

Please see VOM's informational document that provides further description of sexual and other unlawful harassment in ADP. If you experience or witness sexual harassment at the workplace, you must report the incident immediately to your supervisor. If your supervisor has committed the sexual harassment, you must report the sexual harassment to a member of the Leadership Team who is not your supervisor.

At VOM, the normal consequence for a staff member who has unlawfully or unscripturally harassed another individual is immediate termination of employment, and those who know about and fail to immediately

report others' harassing behaviors may also face disciplinary action. It is incumbent upon every VOM staff member to protect victims of harassment.

Any employee or volunteer who makes a good faith report of sexual harassment pursuant to this policy will not face retaliation from VOM or any VOM personnel, and any such retaliation is expressly prohibited. Anyone making a report of sexual harassment must keep all information pertaining to such sexual harassment confidential and must only disclose such information to the person receiving the report and any law enforcement investigatory personnel.

1.22 Drug- and Alcohol-Free Workplace

The “Oklahoma Standards for Workplace Drug and Alcohol Testing Act” enables employers to establish policies to keep the workplace safe by prohibiting the use, possession, distribution, and manufacturing of controlled substances. At VOM, we have a no-tolerance policy toward the use of alcohol or drugs on VOM premises or at VOM events. This no-tolerance policy also prohibits coming to work intoxicated or under the influence of a controlled substance. Violation of this policy may result in disciplinary action, including termination of employment.

1.23 Tobacco Use, Vaping, Marijuana/ Cannabis and Other Mind-Altering Substance Abuse

Tobacco use and “vaping” is prohibited throughout the workplace and across VOM’s property/campus, including our parking lots. This applies equally to all staff, employees, volunteers, guests, vendors and visitors.

VOM holds that “recreational use” (use without a doctor’s prescription and/or use that does not address a bona fide medical condition) of marijuana/cannabis and other mind-altering substances is contrary to biblical Christianity. Therefore, regardless of these substances’ legal status (for example, the legalization of marijuana/cannabis in some states and countries), VOM holds a no-tolerance position for all staff and volunteers with respect to the possession of these substances at VOM or any VOM event or any recreational use of these substances.

1.24 Background Check

Background checks are conducted by VOM on employment and volunteer candidates as well as some contractors in accordance with applicable federal

and state law. While all candidates must undergo a satisfactory background check, some positions will also require a satisfactory credit check and/or an MVR (Motor Vehicle Report). An offer of employment or acceptance of a volunteer application is contingent upon

- the candidate’s signing of a background check consent form
- a determination by VOM that the candidate’s criminal history, credit report or driving record does not preclude him/her from employment or volunteering with VOM

VOM may request an additional background check if it believes an employee or volunteer has a previously undisclosed criminal conviction, and refusal may warrant termination of employment. If necessary and as permitted by law, VOM may also conduct criminal background checks without consent or use other processes and procedures to gain information concerning criminal activities of staff, employees, applicants, volunteers or others.

1.25 Protection of Minors and Child Abuse Reporting

VOM has adopted these procedures for the protection of children and youth under the age of 18 (“Minors”), to be followed by all VOM’s employees, volunteers and applicable contractors (“Workers”) at all times while on VOM property. This policy, while incorporated into the VOM Handbook, must also be signed by volunteers and applicable on-site contractors, prior to such individuals being permitted onto VOM property or performing any services for VOM.

Definitions

For the purposes of this policy, “abuse” and “neglect” of a Minor should be interpreted broadly. Abuse of a Minor includes any actual or threatened non-accidental injury or sexual abuse or exploitation of a Minor; and neglect includes abandonment of a Minor or failure to provide adequate food, clothing, shelter, medical care, supervision, or special care made necessary by the physical or mental condition of the Minor. Abuse and neglect may also include any other acts or circumstances that threaten a Minor with harm or that create a substantial risk of harm to a Minor’s health, safety or welfare.

Child Abuse or Neglect Reporting Procedures

Any staff member, board member, volunteer, or other agent of VOM who

has reason to suspect or believe that a Minor on VOM property is a victim of abuse or neglect shall immediately report the matter to VOM security or a Leadership Team member. If the alleged offender is a member of VOM's security personnel or Leadership Team, the report must be made to a different individual. Workers should not delay making a report for any reason, including to conduct their own inquiry or investigation of alleged abuse or neglect.

Anyone who has reason to suspect or believe that a Minor is a victim of abuse or neglect shall also promptly report the matter to the Oklahoma's Department of Human Services ("DHS") Abuse and Neglect Hotline at 1-800-522-3511 or to local law enforcement, or ensure that such a report is made.

Workers shall cooperate fully with any law enforcement or governmental agency that may be investigating allegations of abuse or neglect in connection with activities of VOM or its staff, volunteers or contractors.

Any person making a report of child abuse should keep such information confidential and only disclose such information to the member of the security or Leadership Team receiving the report, DHS, and any law enforcement personnel investigating such abuse.

General Requirements

VOM staff shall take all reasonable measures to avoid situations in which they are left alone on VOM property with an unrelated Minor outside the view of other adults and/or minors during VOM-sponsored activities.

If such a situation arises, the Worker should immediately use all reasonable measures to rectify the situation, short of leaving the Minor unsupervised.

Visiting children under the age of 16 will be escorted to and from the restroom by a Responsible Adult, as defined below. If VOM staff must assist in this capacity, he/she will ensure the child is secure inside the restroom and then remain outside the restroom.

Workers and visitors must conduct all activities involving Minors in open, rather than private, settings. Staff offices and other private areas are strictly off-limits to all Minor visitors and volunteers without proper oversight. No windows may ever be blocked so as to prevent visual observation into offices or meeting/gathering rooms at VOM.

For Public Areas:

While in the public areas of VOM property, which include the lobbies and visitor areas of the large facilities and the outdoors portion of VOM's property, visiting Minors under the age of 16 must remain in the presence (within sight) of their parents/adults who brought them to visit VOM ("Responsible Adults"). Visiting groups/families must come to VOM prepared to provide this kind of adult supervision because staff will only be able to assist them with supervision at certain times and in a limited capacity. If an unaccompanied child or unauthorized individual is observed on VOM's premises, Workers should immediately notify security, a director or Leadership Team member and, if prudent, direct the individual to the reception area of either the Operations Center or Wurmbrand Center.

If a Responsible Adult is not available or able to provide proper oversight or care for Minor(s) under their responsibility, or if staff is concerned that the Responsible Adult may not be providing proper oversight or care for Minor(s) under their responsibility, staff should bring the matter to the attention of security, a director, or Leadership Team member immediately.

Inside Secured Areas of VOM Facilities:

Minors must possess and appropriately wear their security badge inside secured areas. All Minors (all children and youth under age 18) will be issued a red badge, which requires them to be escorted at all times while in the secured areas. As with all unescorted red badge guests and individuals with no badge, Workers should report any incident of such an unescorted minor immediately to security.

1.26 Safety at VOM

VOM will make every reasonable effort to provide a safe work environment. However, staff should exercise reasonable caution at all times.

Personal valuables in cars and on our property should be stored out of sight and locked up securely. Individuals walking through the property alone after hours or arriving/leaving in the dark should remain alert.

We ask that all staff be vigilant in their work areas to make sure that visitors are appropriately badged and escorted.

When an accident or any kind of work-related injury or illness occurs, staff involved in the injury/illness must immediately notify Human Resources.

Any unsafe building or property condition should be reported immediately to Facilities Maintenance so they can maintain our buildings for safety and longevity.

In an effort to maintain a safe working environment for all of VOM's staff, we have created an extensive safety guidebook. The guidebook contains information on first aid, fire safety, safe lifting and many other topics. Please reference this on ADP.

