

well as several outreach offices. Our shelter has two parking lots that are for Program A's exclusive use: one in the rear of our shelter (which we own) and one in the front of the shelter (which we rent).

3. The cornerstone of Program A's mission is its commitment to the elimination of personal, institutional, and cultural violence against women, children, and men regardless of their race, creed, age, color, national origin, religion, sexual orientation, or disability. Through our professional program and community support, we provide safety to victims of domestic and/or sexual violence, and work to assure and empower families with options for building lives free of violence. A true and correct copy of Program A's mission statement is attached as Exhibit 1.

4. In line with our commitment to eliminating interpersonal violence, Program A's shelter residents are not allowed to have a firearm or other weapon at our shelter. Before the law changed in 2018, Program A had a policy for shelter residents that prohibited all weapons anywhere on its property, including in our shelter's parking lots. This policy was enshrined in posted notices and house rules given to prospective shelter residents at intake. A true and correct copy of an excerpt of the house rules that were in effect at the time the parking lot laws were enacted is attached as Exhibit 2. We also had signs up that said "Weapons, Drugs, and Alcohol are strictly prohibited on this property." A true and correct copy of an image of one of these signs is attached as Exhibit 3.

5. When the law changed in 2018, Program A was forced to change this policy, so that it now prohibits firearms only in our shelter building, but not anywhere else on Program A property. A true and correct copy of an excerpt of Program A's current house rules, reflecting this change, are attached as Exhibit 4.

6. As a result of this changed policy, Program A no longer prohibits shelter residents from keeping guns in their cars, even though it wants to for safety reasons. Before this policy change, shelter staff were allowed to ask residents about whether they had a weapon in their car during intake, or if circumstances warranted later on. For example, if a resident said they had a weapon at intake, our staff would either make arrangements to lock it in a lockbox (if it was a knife), or would instruct the resident to give it to a family member or friend to be taken off property (if it was a gun). In the past, Program A has had several clients come onto the property with weapons. After the policy change, staff were instructed that they can no longer ask whether someone has a weapon in their vehicle, or ask them to remove it from shelter property, even if staff know or strongly suspect that the resident has a gun in their car.

7. It is a serious danger to both safety and emotional well-being for shelter residents to have easy access to firearms stored in their cars while they are living at Program A's shelter. Many of the domestic violence victims that our program serves have mental health and substance abuse issues as a result of years of sustained trauma. These residents are used to constant aggression, and to being hurt by their abuser at the drop of a dime. Many are affected by learned behavior from their abusers, and are used to constantly fighting back to protect themselves and their children. For many of our residents, it takes a long time to learn to live without constant confrontation. Allowing these residents to have firearms close at hand would be a serious safety hazard for everyone living and working at Program A's shelter.

8. Firearms are also the source of deep trauma for many of the domestic violence victims that Program A serves, and allowing firearms onto our property risks re-traumatizing them. The majority of our shelter clients have experienced gun violence at the hands of their abusers, some being threatened with a gun, and others being shot or shot at. Many suffer from paranoia

and post-traumatic stress disorder as a result of years of physical and emotional abuse, and can jump at things unpredictably. The main purpose of Program A's shelter—and the first step to healing for our clients—is to create an environment where victims know they are safe. The presence of a firearm creates a possible threat that negates this feeling of safety and makes shelter residents feel the need to constantly be on guard again. It goes against the primary purpose of our program.

9. Recently, one of our shelter residents was triggered by a loud noise caused when a shelter worker dropped something heavy in a closet that backed up to her wall. The resident panicked, came out of her room screaming uncontrollably, and ultimately had to be taken to a local hospital's behavioral health unit. She later told me that when she heard the bang, it transported her back to her closet where she was hiding with her dog while her abuser banged on the windows and tried to get into her house.

10. Allowing shelter residents to keep weapons in their cars also increases the risk that someone like a child—or even an abuser—could access an unsecured gun and use it to hurt themselves or someone else. A victim's vehicle is often shared property with the abuser, and the abuser is likely to have a key. Our shelter regularly deals with abusers coming to our property to stalk, harass, and threaten, and they are our single greatest security threat. Just in the last few months we had someone lurking by the back fence near our rear lot. He ran off when staff went to confront him, but he was almost certainly an abuser. Other times, abusers or their family members have tried to access the shelter by pretending to be someone else—for example, around Christmas 2020 we turned away the sister of an abuser who came to the shelter pretending to be the victim's friend. This type of thing happens several times a year. Sometimes, victims will invite their abuser to the shelter parking lot to talk about potential reconciliation, or to drop

something off, or to pick her up to move out. This happens regularly (even monthly) despite being against shelter rules. Courts have also ordered child custody exchanges to take place in our shelter parking lot, including as recently as last summer. In all of these cases, abusers have come to our property, and we do not want them to have a weapon when they do so. For abusers, violence and the threat of violence is about power and control, and when we take clients into our shelter, we take away this power and this often makes them angry. An abuser with a gun on our property would be an extremely dangerous situation.

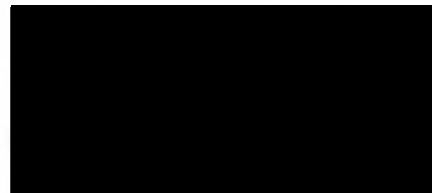
11. Program A also changed our firearms policies for employees as a result of the changed law. Before the parking lot law changed, employees were prohibited from having weapons anywhere on Program A property, including in their cars. This was spelled out in our employee handbook at the time the law was enacted, which provided that “Weapons are strictly prohibited on [Program A’s] property as well as any location or activity where [program] employees are or may be conducting business. Concealing a weapon or attempting to conceal a weapon on [program] property or any location or activity where [program] employees are or may be conducting business will be cause for immediate termination.” A true and correct copy of an excerpt of the employee handbook in effect at the time the parking lot laws were enacted is attached as Exhibit 5. As a result of the change in law, Program A revised its employee handbook to provide only that “Weapons are strictly prohibited in [Program A’s] shelter facility.” A true and correct copy of an excerpt of Program A’s current employee handbook is attached as Exhibit 6.

12. At Program A, we take the safety of our clients and staff extremely seriously. For many of Program A’s clients, the choice to leave their abuser and take shelter with us is literally a matter of life and death: some have been brutalized, tortured, and threatened with death or great bodily harm by their abuser. We want to take every reasonable step possible to ensure that these

victims are safe when they are with us, and one of the ways we would do this is by prohibiting guns anywhere on our property. Because of the Parking Lot Laws, Program A is no longer able to use this important tool to keep our clients and staff safe.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on March 11, 2021.



Executive Director, Program A

[REDACTED]

MISSION STATEMENT

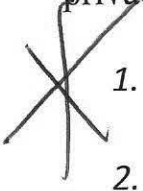
[REDACTED] is committed to the elimination of personal, institutional, and cultural violence against women, children, and men, regardless of their race, creed, age, sex, color, national origin, religion, sexual orientation, or disability. By developing strong community support and a professional program, [REDACTED] provides safety and quality emergency, intervention, advocacy, prevention, and educational services for victims and witnesses of domestic and/or sexual violence. [REDACTED] works for systemic changes and changes in public attitudes to assure and empower families with options for building lives free of violence.

[REDACTED]

General Health and Safety Agreement for Residents

[REDACTED] is a temporary, emergency shelter for victims of domestic and sexual violence and their children. Because we come from all walks of life and share this space together, we want each resident to feel comfortable, safe and at ease in our shelter. Community living is not for everyone. [REDACTED] will not allow abusive behavior to be exhibited by anyone toward anyone at any time. In community living environments, what we do and don't do, can have a significant impact on others. We ask that each of our residents, staff and volunteers treat each other with the utmost respect at all times.

This Agreement is the culmination of federal, state and county regulations and requirements we are required to operate under and was created for your safety, health, privacy, and the welfare of your children while staying with us.

- 
1. *Weapons are strictly prohibited at our shelter.*
 2. *Illegal Drugs and Alcohol are strictly prohibited at our shelter.*
 3. *By order of the [REDACTED] County Health Department, smoking is not allowed inside of the shelter. Shelter residents are welcome to smoke outside the shelter in the designated smoking area on the back patio next to the kitchen.*
 4. *By order of the [REDACTED] County Health Department, animals are not allowed inside the shelter. If a family pet needs to be accommodated, [REDACTED] staff will try to make accommodations for the pet during your stay at the shelter. Service animals are exempt from the Health Department order on animals.*
 5. *For the safety of all residents and [REDACTED] staff, only [REDACTED] staff and volunteers may answer the telephone or the door.*
 6. *The confidentiality of all residents is critical to their safety. Breaches of confidentiality could jeopardize the safety of all residents of the shelter as well as [REDACTED] staff and volunteers. We ask that all residents maintain the confidentiality of every resident staying at our shelter as well as the reasons for their stay at our shelter.*

General Health and Safety Agreement for Residents
Page 2

7. *For the safety of all residents, children and [REDACTED] staff and volunteers, [REDACTED] strongly discourages phone and other contact with your abuser while staying at the shelter.*
8. *To protect resident confidentiality, visitors are not permitted on the residential side of the shelter. If you plan to have a visitor come to the shelter, please advise our staff at least 24 hours in advance to allow time to provide a space for your visit.*
9. *To protect resident and [REDACTED] staff and volunteer confidentiality as well as to protect the safety of residents, [REDACTED] staff and volunteers, pictures and/or videos taken with cell phones, cameras and laptop computers with webcam capabilities are prohibited.*
10. *We work hard to keep our shelter clean and comfortable at all times for residents both now and in the future. Damage to or theft of [REDACTED] property by shelter residents or family members will not be tolerated.*
11. *For the protection of all shelter residents, [REDACTED] staff and volunteers, residents are not permitted in the rooms of other residents at any time for any reason.*
12. *No sexual activity of any kind between residents, [REDACTED] staff or volunteers is permitted in the shelter.*
13. *For the protection of all shelter residents, [REDACTED] staff and volunteers and to prevent the possibility of prescription medication abuses or accidental overdoses, residents may only take prescription medication as specifically prescribed by their doctors while staying at the shelter. Attempts to take more prescription medication than prescribed or attempts to use illegal drugs or alcohol while staying at the shelter will not be tolerated.*

[REDACTED] looks forward to being able to provide advocacy and other supportive services to you.

General Health and Safety Agreement for Residents
Page 3

By signing below, I acknowledge that this Agreement has been explained to me. I also acknowledge I have read and understand the terms outlined in this Agreement. I agree to abide by the terms of this Agreement during my stay with [REDACTED].

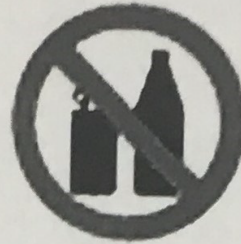
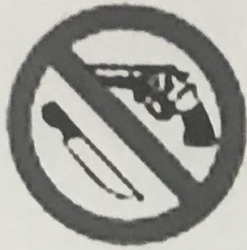
I am also certifying that I have been given a copy of the Agreement as signed by me.

Resident Signature

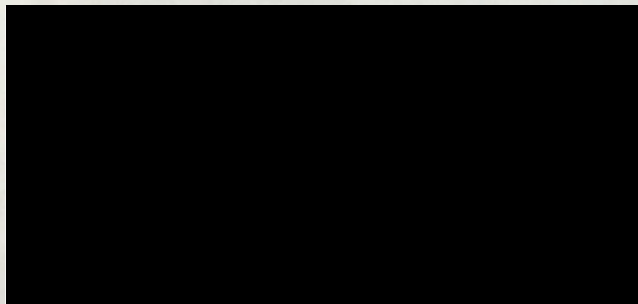
[REDACTED] Staff Signature

Date

NOTICE



**Weapons, Drugs
and Alcohol are
strictly prohibited
on this property.**



[REDACTED]

General Health and Safety Agreement for Residents

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5. *For the safety of all residents and [REDACTED] staff, only [REDACTED] staff and volunteers may answer the telephone or the door.*
6. *The confidentiality of all residents is critical to their safety. Breaches of confidentiality could jeopardize the safety of all residents of the shelter as well as [REDACTED] staff and volunteers. We ask that all residents maintain the confidentiality of every resident staying at our shelter as well as the reasons for their stay at our shelter.*

██████████
General Health and Safety Agreement for Residents
Page 2

7. *For the safety of all residents, children and ██████ staff and volunteers, ██████ strongly discourages phone and other contact with your abuser while staying at the shelter.*
8. *To protect resident confidentiality, visitors are not permitted on the residential side of the shelter. If you plan to have a visitor come to the shelter, please advise our staff at least 24 hours in advance to allow time to provide a space for your visit.*
9. *To protect resident and ██████ staff and volunteer confidentiality as well as to protect the safety of residents, ██████ staff and volunteers, pictures and/or videos taken with cell phones, cameras and laptop computers with webcam capabilities are prohibited.*
10. *We work hard to keep our shelter clean and comfortable at all times for residents both now and in the future. Damage to or theft of ██████ property by shelter residents or family members will not be tolerated.*
11. *For the protection of all shelter residents, ██████ staff and volunteers, residents are not permitted in the rooms of other residents at any time for any reason.*
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Revised November 16, 2020

██████████
General Health and Safety Agreement for Residents
Page 3

By signing below, I acknowledge that this Agreement has been explained to me. I also acknowledge I have read and understand the terms outlined in this Agreement. I agree to abide by the terms of this Agreement during my stay with ██████████.

I am also certifying that I have been given a copy of the Agreement as signed by me.

Resident Signature

██████ Staff Signature

Date

Revised November 16, 2020

VIII. CONDITIONS OF EMPLOYMENT

A. Employee Practice: Employees are to be informed of the behavior expected of them and the rules, regulations, policies, procedures and practices by which they must abide. Such rules, regulations, etc. will be given in writing to employees in the form of these Employee Guidelines and will include the specific job description for the employee's position. New employees will be oriented to such at the time of their employment.

B. Orientation: On the first day of employment, the employee will be informed of all [REDACTED] policies and practices and receive printed materials on policies and benefit forms. The employee will then be directed to the worksite. As soon as possible after the employee reports to work, the Executive Director and/or the employee's supervisor will brief the employee on the following:

1. [REDACTED] Mission Statement and Operating Philosophy
2. Tour of the Work Site
3. Job Description and Responsibilities of the Employee
4. 120-day Provisional Period
5. [REDACTED] Paperwork and Procedures
6. New Hire Paperwork and Benefit Forms
7. Employee Guidelines, including the following:
 - a. Employee Development
 - b. Performance Evaluation
 - c. Positions and Salaries
 - d. Payroll and Work Schedules
 - e. Employee Benefits
 - f. Employee Expenses
 - g. Conduct
 - h. Discipline
 - i. Company Electronic Equipment
 - j. Termination of Employment
 - k. Grievances
 - l. Whistleblower Policy
 - m. Lines of Authority
 - n. Drug and Alcohol-Free Workplace Policy
 - o. Electronic Communication and Non Privacy
 - p. Motor Vehicle Texting and E-Mail Safety Policy
 - q. VAWA 2005 Confidentiality Guidelines/Requirements
 - r. Prohibited Use of Cell Phone While Operating a Motor Vehicle
 - ✓ s. Non-Violence and Weapons Policy

C. 120 Day Provisional Period: There is a 120-Day Provisional Period for all newly hired employees. During the 120-Day Provisional Period, [REDACTED] or the individual may terminate the employment relationship at any time. During the 120-Day Provisional Period, the employee accrues no rights or benefits other than Health Insurance if applicable.

confidentiality and privacy in regard to history, records, and discussions about the people served. Disclosure may be made only under specified conditions. This means that staff shall not disclose any information about a person, including the fact that the person is or is not served by [REDACTED] to anyone outside the organization, unless a written release has been secured from the client, or unless required by law.

Any information received by an employee on a confidential basis must be maintained in confidence. For a more in depth understanding of [REDACTED] confidentiality policy, refer to the section on confidentiality in this handbook. Please also refer to the 2005 VAWA Confidentiality Requirements Acknowledgement that is attached to, and a part of this handbook for further guidance and instruction.

✓ **B. Personal Conduct:** The standard of employee conduct normally required in a place of employment (such as no fighting, obscenities, use of weapons, drugs or alcoholic beverages on premises, theft, or misuse of equipment or furnishings) will be expected, whether or not such things are in writing. An employee is expected to conduct herself/himself at all times in a manner befitting her/his status as an employee [REDACTED]. She/he shall refrain from any action and avoid any kind of public pronouncement or behavior which reflects or could reflect adversely upon the [REDACTED]. An employee should exercise the utmost discretion in regard to all matters of official business and records.

1. **Public Statements:** An employee may not speak to the press/media as an official spokesperson of [REDACTED] without prior clearance of the Executive Director.
2. **Public Appearance:** Any employee asked by an outside agency or organization to appear as a guest speaker or invited program participant representing the [REDACTED] must obtain prior clearance from the Executive Director.
3. **Gifts and Gratuities:** Employees of [REDACTED] are prohibited from accepting gifts, money, and gratuities from persons receiving benefits or services from [REDACTED] or from persons performing services under contract to [REDACTED] or otherwise in a position to benefit from an employee action. Employees may not purchase or remove items from [REDACTED] for personal benefit or use without the approval of the Executive Director.
4. **Dress Code:** Employees shall report to work dressed neatly and appropriately. Causal, but not immodest, dress is allowed at [REDACTED] offices during regular office hours: however, during conferences and formal meetings, or when publicly representing [REDACTED] staff will be expected to dress professionally. Specifically, staff should not wear

for and fulfilling their responsibilities of elected office. Staff granted leave under this policy must comply with [REDACTED] policy for unpaid leave.

- H. Solicitation:** No solicitation will be allowed to or by employees during work time or on work premises. Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or in working areas at any time.
- I. Safety:** It is the goal of the [REDACTED] to provide a safe, hazard-free environment for all employees. Employees must report any hazardous or unsafe working conditions to management immediately.
- J. Weapons:** Weapons are strictly prohibited on [REDACTED] property as well as any location or activity where [REDACTED] and/or [REDACTED] employees are or may be conducting business. Concealing a weapon or attempting to conceal a weapon on [REDACTED] property or any location or activity where [REDACTED] and/or [REDACTED] employees are or may be conducting business will be cause for immediate termination. Law Enforcement Officers acting in their official capacity are exempt from this weapons policy.
- K. Violence in the workplace:** [REDACTED] recognizes that anyone can be a victim of domestic or sexual violence and that likewise, anyone can be a perpetrator. In order to support our goal of helping victims achieve safety and holding perpetrators accountable, [REDACTED] maintains the following policies for its employees who experience domestic violence or sexual assault.
1. Employees who disclose to the Executive Director, any staff or board member of [REDACTED] that they are a victim of domestic or sexual violence can expect confidentiality to be respected, unless confidentiality places others in the workplace at risk.
 2. Employees who are victims of domestic or sexual violence may use earned paid leave time (personal days and vacation days) to handle domestic violence related concerns. This includes, but is not limited to, court appearances and other legal matters, relocation, support groups/counseling, health care, or child/dependent-related safety needs. Use of paid leave time must be requested and approved in accordance with [REDACTED] employee guidelines.
 3. Employees should report concerns about their personal safety to their immediate supervisor. Employees can expect that [REDACTED] will address the employee's safety concerns confidentially with the Executive Director on an individual basis.
 4. Employees can expect to receive referrals to external direct service providers to address emotional and physical safety needs. Employees

G. Governmental and Political Activity: [REDACTED] encourages staff to take an active interest in government and political affairs, and [REDACTED] staff has the right to express their personal opinions with respect to government and political affairs. [REDACTED] staff may not, however, participate in government or political activity at any time during regular working hours or at any time while being paid by [REDACTED] and is subject to the following conditions:

1. No action will be allowed by any person that infringes on the right of any staff person to decide which candidates or positions to support.

[REDACTED] will not endorse or contribute to any political candidate, party, or cause.

2. Staff is not allowed to give the impression that any political action or position represents [REDACTED]
3. Staff is not allowed to directly or indirectly coerce, attempt to coerce, command or advise any other staff member or client to pay, lend or contribute anything of value to a party, committee, organization, or person for political purpose.
4. Staff wishing to seek elective office should inform the Executive Director. Subject to the requirements of law, [REDACTED] may grant unpaid leave to staff seeking elective office for the purposes of campaigning for and fulfilling their responsibilities of elected office.

Staff granted leave under this policy must comply with [REDACTED] policy for unpaid leave.

H. Solicitation: No solicitation will be allowed to or by employees during work time or on work premises. Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or in working areas at any time.

I. Safety: It is the goal of the [REDACTED] to provide a safe, hazard-free environment for all employees. Employees must report any hazardous or unsafe working conditions to management immediately.



J. Weapons: Weapons are strictly prohibited in [REDACTED] shelter facility. Law Enforcement Officers acting in their official capacity are exempt from this weapons policy.

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