



**CHEMISTS**  
**WITHOUT BORDERS**

## Orientation Handbook for Volunteers

## Foreword by our Founders

Welcome to Chemists Without Borders!

As a new volunteer, you are joining the team that has made this organization. We wish you success in your role and we hope that you quickly feel at home.

At Chemists Without Borders, every position is important. This is a volunteer-based organization that values teamwork, accountability, integrity, and commitment. Your commitment to these values is critical for our mutual success.

We are a culturally diverse group, and respect every person and their contributions, regardless of their sex and sexual orientation, age, experience, race, religion, or ethnic background. Our volunteers come from all different professions and industries. Treating each other with respect is a core value of our organization.

Chemists Without Borders focuses on solutions, not problems. Our goal is to help solve humanitarian issues in the world with the skills, knowledge, and expertise of chemists and their networks. When we focus on the end goal, obstacles become mere stepping stones on the journey, as we prioritize achieving objectives and successfully addressing challenges.

This booklet was prepared to make you aware of what you can expect from Chemists Without Borders – and what we will expect from you. It is not meant to cover everything, so please feel free to ask questions. Your Team Leader or someone in Human Resources (HR) will be happy to talk with you.

Please read this handbook and keep it for future reference. If changes are made, you will be provided with updated information.

Peace,

**Bego Gerber**

Co-Founder and Chairman of the Board

**Steven Chambreau**

Co-Founder

## 1 Introduction

The Chemists Without Borders Orientation Handbook for Volunteers (the “Handbook”) has been developed to provide general guidelines about Chemists Without Borders’ policies and procedures for volunteers. It is a guide to assist you in becoming familiar with some of the privileges and obligations of membership. None of the policies or guidelines in the Handbook is intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the at-will volunteer employment policy, these guidelines are subject to modification, amendment or revocation by Chemists Without Borders at any time, without advance notice. Moreover, the Handbook provides practical information that will help you throughout your volunteering journey with Chemists Without Border.

## 2 Our Mission and Vision

Chemists Without Borders is a non-profit humanitarian organization whose mission is to solve humanitarian problems by mobilizing the resources and expertise of the global chemistry community and its networks. Essentially, it strives to create a movement of people who have at heart the betterment of our planet using chemistry, its resources and networks. Chemists Without Borders is built on the idea that anyone can contribute to a better world and supports an attitude where we ask ourselves, “What can I do?”.

Chemists Without Borders’ vision is a global support network of volunteers providing mentoring, information and advice to ensure every person, everywhere, has affordable, consistent and persistent access to:

- Essential medicines and vaccines
- Sufficient safe water
- A sustainable energy supply
- Education in green chemistry and business which people can apply in their daily lives and teach to others
- Safe processes in work environments where chemical hazards exist
- Emergency support, including essential supplies and technology

The mission and vision of Chemists Without Borders are reflected in our logo. The hexagon (reminiscent of so many chemical structures and easily relatable to many chemists) is at the center of the organization. However, with the different colors and the circles surrounding the hexagon, we are recognizing the different dimensions and systems that are at play in a humanitarian organization like ours.

## 3 Our beginnings

Reading the article “Carbohydrate Vaccines”, published in Chemical & Engineering News on August 9, 2004, Dr. Bego Gerber was appalled that there was an outstanding vaccine against typhoid fever sitting on the shelf unutilized at the National Institutes of Health while over 21 million people around the world continued to get infected with this terrible disease annually. This prompted a letter to the

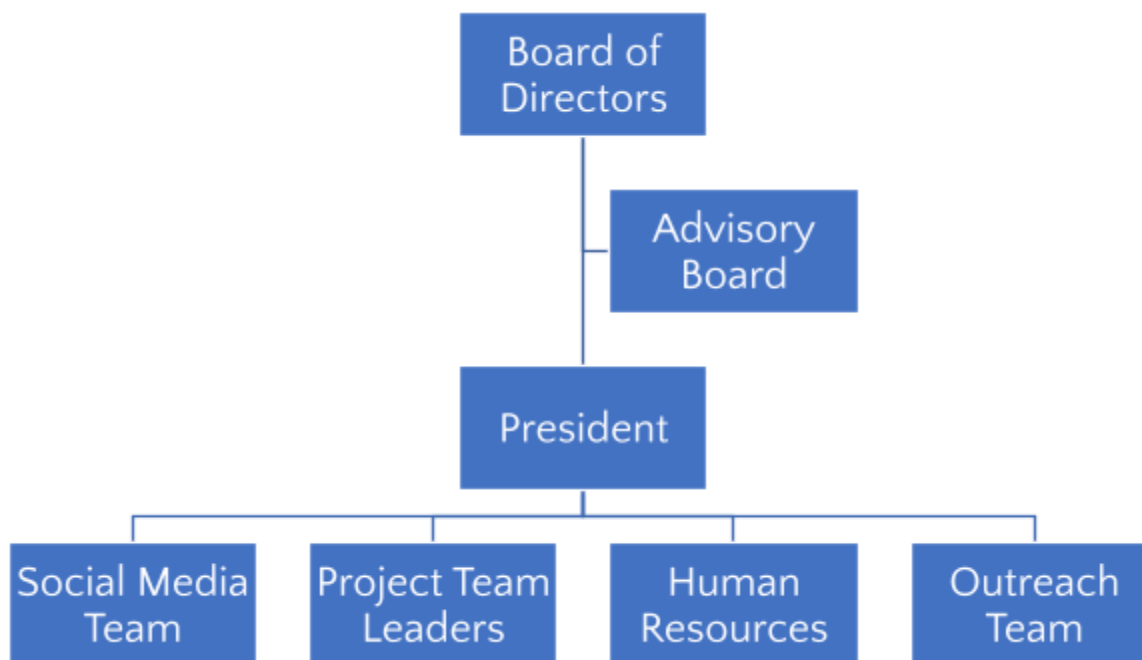
editor suggesting the creation of Chemists Without Borders to bring an end to such maldistribution.

Dr. Steven Chamberau responded to this letter, and although the pair had never met, they decided to pursue the development of Chemists Without Borders as a global humanitarian organization to utilize chemistry and mobilize chemists and their networks to solve humanitarian challenges.



Figure 1: An earlier version of our logo

## 4 Organizational structure



## 5 Projects

One way Chemists Without Borders fulfils its mission is by developing and executing Chemists Without Borders projects and collaborating with researchers and other organisations on their own projects. For descriptions of active Chemists Without Borders projects and collaborative projects you can visit our website ([www.chemistswithoutborders.org](http://www.chemistswithoutborders.org)).

## 6 Volunteering

We are a volunteer-powered organization. This means that your skills fuel our operations, activities and projects. We trust that all volunteers believe in our mission, are willing to commit to the cause and add value to the organization.

The extent to which you engage is up to you. Whether you have a few hours each week, a few days each year or are able to devote considerably more time (20 hours a week), we can use your help. Most tasks can be carried out over the phone, web communication and email.

A (definitely) non-exhaustive list of possible tasks includes:

- Be an event representative
- Sharing interesting and relevant news on our social media platforms
- Writing an article for our blog or newsletter

- Joining the Fundraising efforts (working on sponsorships, donations, grants)
- Joining the Marketing team (graphic design, social media, communication)
- Sharing your ideas of potential projects
- Joining a specific project
- Giving legal advice
- Giving expert opinion on chemistry matters
- Starting your own project

## 6.1 What to expect from Chemists Without Borders

We strive to:

1. Give each volunteer who wants it, a project or activity to work on that is important and satisfying.
2. Assign the volunteer to a Team Leader who will provide information, support and motivation to help the volunteer be successful in his/her work.
3. Provide our appreciation and pass on the appreciation of those we help in the project, when the volunteer is successful.
4. Give the volunteer more responsibility when he/she has shown a necessary level of capability.
5. Design the volunteer's experience in such a way that it is satisfying and contributes to the volunteer's advancement in his/her career.
6. Review the work and performance of each volunteer on a continuous basis to encourage the exchange of ideas in order to create positive change within Chemists Without Borders. We promote clear, open, and honest discussions concerning volunteers' performance and expectations. The work of all Team Leaders is reviewed by the President, while appropriate Team Leaders/Supervisors (subject to confirmation by the President) review the work of other volunteers.

**Disclaimer:** Please remember that we who manage the organization are only human, and that it may not be possible to provide all of the above services for all volunteers. If we fall short in some area, it is not because we think your needs are unimportant, but because some other need has crowded out the one we failed to achieve. In any case, we are trying to do all of the above.

It should be noted that Chemists Without Borders is committed to providing equal employment opportunity for all volunteers and applicants. We evaluate each person on personal skill and merit to ensure that volunteers and applicants are not discriminated against. Refer to **Appendix 1: Policy on Equal Employment Opportunity**.

Chemists Without Borders can pay expenses for reasonable and necessary expenses incurred in carrying out job responsibilities if:

- a. funds are available,
- b. the volunteer obtains prior written approval of such expenses,
- c. upon presentation of receipts.

Such expenses may include travel expenses and registration fees to attend conferences as an official representative of the organisation.

## 6.2 What is expected from our volunteers

1. All volunteering with Chemists Without Borders is “**at-will**.” That means that volunteers are free to leave the employment of Chemists Without Borders with or without cause, and one may be terminated as a volunteer with Chemists Without Borders with or without cause. . However, Chemists Without Borders encourages volunteers to provide at least two weeks (10 business days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the President or their designee. Any representation by any Chemists Without Borders officer or volunteer contrary to this policy is not binding upon Chemists Without Borders unless it is in writing and is signed by the President with the approval of the Board of Directors. Refer to **Appendix 2: Policy on Separation**.
2. All volunteers are expected to abide by the organisation’s guidelines and to promote its values. The highest standards of personal and professional ethics and behavior are expected of all Chemists Without Borders volunteers. As a volunteer, you are expected to display good judgment, diplomacy, and courtesy in your professional relationships with members of Chemists Without Borders’ Board of Directors, committees, members, staff, and the general public.
3. You may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their duties with Chemists Without Borders.
4. Any personal leaves of absence should be communicated to your Team Leader/Supervisor.
5. Opportunities will arise where you will be representing Chemists Without Borders at events, conferences, etc. Make sure you have the approval of your Team Leader and the President beforehand and are well-prepared to represent the values and ideals of the organisation.
6. Ensure proper use and handling of any Chemists Without Borders’ equipment, property, and work products such as credit cards, computers, storage media, passwords and intellectual property (e.g., written materials, work products, information on projects), etc. These must be returned upon resignation, termination, or request by the President or their designee.
7. As a volunteer you might be trusted with information about Chemists Without Borders, its members, or donors, which is not publicly available. This information is considered as confidential information and should not be disclosed to anyone:
  - a. outside of the organisation
  - b. inside the organisation who does not need such information to perform their services.

When discussing sensitive information, make sure that you are in a confidential setting to ensure the confidentiality of the information and avoid the risk of being overheard.

8. Any potential conflict of interest in any other of your endeavours should be communicated to the President for further direction and discussion.
9. Don’t discriminate or harass other volunteers or partners: We don’t expect any problems in this area, but we mention it for completeness. We have a wonderfully diverse group of

members and volunteers from many countries in the world, with different religions, ages, sexual orientations, and other characteristics. None of you should experience any discrimination or harassment, but if you do, you can contact:

- i. Your Team Leader, if you have one. Or:
- ii. Human Resources  
e-mail: [hr@chemistswithoutborders.org](mailto:hr@chemistswithoutborders.org) Or:
- iii. Bego Gerber, Chairman  
e-mail: [begogerber@chemistswithoutborders.org](mailto:begogerber@chemistswithoutborders.org)  
tel: +1-408-410-7137

For further information refer to **Appendix 3: Policy against Workplace Harassment**.

Volunteers are encouraged to consult the President for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the President or HR.

### 6.3 Practical tips for our volunteers

1. Help someone when you have the chance: It will give you satisfaction, and you may have an ally when you need one.
2. Be curious: If something in your work area doesn't make sense, speak up and ask why. You will learn something and/or you will have pointed out a weakness in our strategy.
3. Build a network: Your success in your career is often more dependent on those you can recruit to help you with problems than on your own ability.
4. Learn to work in a team. In your role as a Chemists Without Borders volunteer, you will likely be working in a team with other people. A well-functioning team can accomplish much more than individual members by themselves.
5. Take time for your personal life. It is said that few people on their deathbed say "I wish I had spent more time at the office." Love, travel, have dreams and live them.
6. When you cannot meet your commitments let us know: Most of our volunteers have full lives with school, jobs, families, children and other important aspects of their lives. If you promise to do something but can't, let us know, so we can make other plans.
7. Eventually you will be assigned a Chemists Without Borders email. We strongly recommend that you do not use your personal email for Chemists Without Borders communication.
8. Chemists Without Borders is made up of volunteers from every part of the world. This means that you will be communicating with people across time zones. For easy conversion of time there are several websites which you can refer to. One example is <https://www.timeanddate.com/worldclock/converter.html>.



9. It is essential that all documents are preserved in a central, protected repository. All documents sent to, created for, by, or on behalf of Chemists Without Borders are stored in the Chemists Without Borders archive (currently PBworks) as soon as they are received or created.

## 7 Keep connected

For our latest updates visit us on our pages on:

- Facebook ([www.facebook.com/ChemistsWithoutBorders/](http://www.facebook.com/ChemistsWithoutBorders/)),
- Twitter (<https://twitter.com/ChemWithoutB>)
- LinkedIn ([www.linkedin.com/company/chemists-without-borders/](http://www.linkedin.com/company/chemists-without-borders/))

You can also join, or start, discussions with fellow members on our Facebook group (<https://www.facebook.com/groups/ChemistsWithoutBorders>). Remember to keep an eye out for our Newsletter and mailshots in your inbox after subscribing to our mailing list (more info on <http://chemistswithoutborders.org>) and new blogposts on the Chemists Without Borders Blog (<https://chemistswithoutborders.blogspot.com/>)

Volunteers are also encouraged to participate in bi-monthly live interactive chats held on:

- On the first Thursday of each month at 9 AM – 10 AM PST.
- On the third Thursday of each month at 6 PM – 7 PM PST.

During these conference calls we discuss topics of mutual interest and share knowledge, making it a perfect opportunity to connect with the Chemists Without Borders community. For information on how to connect to the conference calls visit our website (<http://chemistswithoutborders.org>).

## Volunteer Receipt and Acceptance

I hereby acknowledge receipt of the Chemists Without Borders Volunteer Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Volunteer Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Chemists Without Borders that provides otherwise, I have the right to resign from my volunteer service with Chemists Without Borders at any time with or without notice and with or without cause, and that Chemists Without Borders has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Chemists Without Borders Volunteer Handbook.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Confidentiality Policy and Pledge

Any information that a volunteer learns about Chemists Without Borders or its members or donors, as a result of working for Chemists Without Borders that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by Chemists Without Borders or to other persons employed by Chemists Without Borders who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of Chemists Without Borders' confidential information is prohibited. Any volunteer who discloses confidential Chemists Without Borders information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 1: Policy on Equal Employment Opportunity

Chemists Without Borders shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and President of Chemists Without Borders will not discriminate against any volunteer or applicant in a manner that violates the law. Chemists Without Borders is committed to providing equal opportunity for all volunteers and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. Chemists Without Borders' policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, disciplinary action, termination, and social, educational and recreational programs. The President shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Chemists Without Borders will not tolerate any form of unlawful discrimination. All volunteers are expected to cooperate fully in implementing this policy. In particular, any volunteer who believes that any other volunteer of Chemists Without Borders may have violated the Equal Employment Opportunity Policy should report the possible violation to the President or Human Resources.

If Chemists Without Borders determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Volunteers who report, in good faith, violations of this policy and volunteers who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Chemists Without Borders will inform the volunteer who made the complaint of the results of the investigation.

Chemists Without Borders is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Chemists Without Borders for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled volunteers, upon request, so long as the potential accommodation does not create an undue hardship on Chemists Without Borders. Volunteers who believe that they may require an accommodation should discuss these needs with the President.

## Appendix 2: Policy on Separation

Either Chemists Without Borders or the volunteer may initiate separation. Chemists Without Borders encourages volunteers to provide at least two weeks (10 business days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the President or his or her designee. The President has authority to employ or separate all other volunteers.

Circumstances under which separation may occur include:

1. Resignation. Volunteers are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
2. Termination. Under certain circumstances, the termination of a volunteer may be necessary. The President has authority to discharge a volunteer from Chemists Without Borders. As stated above, all employment at Chemists Without Borders is “at-will.” That means that volunteers may be terminated from employment with Chemists Without Borders with or without cause, and volunteers are free to leave the employment of Chemists Without Borders with or without cause. Reasons for discharge may include, but are not limited to:
  - Falsifying or withholding information on your application that did or would have affected Chemists Without Borders’ decision to accept you into membership;
  - Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations, or any other records;
  - Performance at work below a level acceptable to Chemists Without Borders or the failure to perform assigned duties;
  - Insubordination;
  - Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
  - Fighting, arguing, or attempting to injure another;
  - Destroying or wilfully damaging the personal property of another, including Chemists Without Borders’ property;
  - Breach of confidentiality;
  - Using or appearing to use for personal gain any information obtained during volunteer work, which is not readily available to the general public or disclosing such information that damages the interests of Chemists Without Borders or its clients or supporters;
  - Placing oneself in a position in which personal interests and those of Chemists Without Borders are or appear to be in conflict or might interfere with the ability of the volunteer to perform the job as well as possible;
  - Using Chemists Without Borders property or services for personal gain or taking, removing or disposing of Chemists Without Borders material, supplies or equipment without proper authority;
  - Gambling in any form on Chemists Without Borders property;
  - Dishonesty;
  - Theft;
  - Engaging in discriminatory or abusive behavior, including sexual harassment.

At the discretion of the President, the volunteer may be asked to leave immediately or be given a period of notice.

### **Appendix 3: Policy against Workplace Harassment**

Chemists Without Borders is committed to providing a work environment for all volunteers that is free from sexual harassment and other types of discriminatory harassment. Volunteers are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Chemists Without Borders' commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Chemists Without Borders has developed a policy against harassment and a reporting procedure for volunteers who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, and includes business trips and business-related social events. Chemists Without Borders' property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Chemists Without Borders' policy against harassment covers volunteers and other individuals who have a relationship with Chemists Without Borders which enables Chemists Without Borders to exercise some control over the individual's conduct in places and activities that relate to Chemists Without Borders' work (e.g., directors, officers, contractors, vendors, volunteers, etc.).

*Prohibition of Sexual Harassment:* Chemists Without Borders' policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with a volunteer's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

If you have any questions regarding this policy, please contact Human Resources.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Chemists Without Borders' policy to retaliate against any volunteer for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

*Prohibition of Other Types of Discriminatory Harassment:* It is also against Chemists Without Borders' policy to engage in verbal or physical conduct that denigrates or shows hostility or

aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, such as on a volunteer's social media. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Chemists Without Borders' policy to retaliate against a volunteer for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

*Reporting of Harassment:* If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any volunteer of Chemists Without Borders, you should report the incident immediately to your supervisor, HR, or the President. Possible harassment by others with whom Chemists Without Borders has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Chemists Without Borders will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Chemists Without Borders' goal is to conduct a thorough investigation, to determine whether harassment occurred, and to decide what action to take if it is verified that improper behavior occurred.

If Chemists Without Borders determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Volunteers who report violations of this policy and volunteers who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Chemists Without Borders will inform the volunteer who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each volunteer's employment. Volunteers are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the President. In the case where the allegation of harassment is against the President, please notify HR or the staff member designated as grievance officer.

## Appendix 4: Policy on Computer and Information Security

This section sets forth some important rules relating to the use of Chemists Without Borders' computer and communications systems. These systems include individual PCs provided to volunteers, all associated software, and Chemists Without Borders' electronic mail systems.

Although limited personal use of Chemists Without Borders' systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Chemists Without Borders' ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Chemists Without Borders' computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Chemists Without Borders. Chemists Without Borders may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Chemists Without Borders' systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Chemists Without Borders. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Chemists Without Borders' systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Chemists Without Borders' systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Chemists Without Borders' host computer system networks. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided:

- Attempts to bypass, or render ineffective, security facilities provided by the company.
- Passwords being shared among users. If recorded, password should be kept securely, such as in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the President.
- Additions to or modifications of the standard software configuration provided on Chemists Without Borders' PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the President.

It being essential that all documents be preserved in a central, protected repository, all documents sent to, created for, by, or on behalf of Chemists Without Borders shall be stored in the Chemists Without Borders archive (currently PBworks) as soon as they are received or created. Creating pages and documents directly in PBworks (rather than, say, a Word document on one's PC) is the preferred approach to ensure this because the contents of pages are indexed and searchable whereas the contents of Word, etc., documents are not.