



## Required Policies and Procedures

[More policies and procedures, and descriptions are in chapter 5.](#)

The grant recipient must establish and implement policies and procedures that address the following areas:

- **Conflict of interest** (see Chapter I. Conflict of Interest)
- Written **Language Access Plan (LAP)** that outlines the organization's policies and procedures for ensuring victims have access to necessary forms of communication, both written and verbal
- Maintaining a **drug-free workplace**
- Restriction of **lobbying** activities as a recipient of federal funds
- **Sexual harassment** policy with a provision that sexual harassment will not be tolerated
- **Whistleblower** protection for those that report abuse, fraud or abuse
- **Nepotism** with regard to hiring and/or supervising relatives of an employee or non-profit board member
- Maintaining a **workplace free of violence**, threats of violence, harassment, intimidation, and other kinds of disruptive behavior
- On-the-job **seat belt and texting while driving** policies and programs for its employees, contractors, and subrecipients when operating agency-owned, rented, or personally owned vehicles
- Tracking, retention and depreciation of **inventory, equipment, property** purchased with grant funds
- **Confidentiality** and the safeguarding of victim records and other information considered sensitive; maintenance of these records; access to these records; procedure of releasing records with victim's consent; and retention/destruction of records. Organization must also document their procedure if there has been a breach, or release of confidential, personally identifying victim information. Please refer to [Chapter VII. Confidentiality & Informed Consent](#).
- **Grievance** procedure for victims, employees and volunteers
- **Personnel Policy** (See [Chapter V. Policies and Procedures, Personnel Policies and Procedures](#))
- **Volunteer** recruitment, selection, screening; training, confidentiality, work rules, supervision, evaluations, grievance procedures and dismissal
- Governance of **Non-Profit Boards** that is consistent with [Non-Profit Organizations and Board of Director's Responsibilities](#), ([Chapter II Post-Award Requirements](#), Iowa law and those of ICADV, IowaCASA or IOVA.
- **Service Delivery**-policies and procedures that outline the guidelines for the delivery of the wide array of **services** provided to victims and their family members
- **Equal Employment Opportunity Plans - Annually** all organizations receiving Department of Justice funding are required to complete and file either an *EEO Plan and Utilization Report* or file the *Verification of EEOP Reporting Requirement* form using the online EEO Reporting system. For more information on EEOP requirements specific to your organization and to access the reporting tool, go to the [Civil Rights EEOP website](#). Once you have complied with the EEOP requirement, you will need to upload documentation into Iowa GVS. [Here are the instructions.](#)
- **Civil Rights Training Certification**- One person from each grant funded organization (the person who is designated the civil rights liaison or similar) must complete Civil Rights Training each grant cycle. The completed [Civil Rights Training Certification](#) form is to be uploaded into Iowa GVS on the organizational details page in the organizational profile. [This is the link to the training videos.](#)

