

Annual Certification of Agreement 2007-'08 Fiscal Year

PURPOSE STATEMENT

In response to God's love, grace and truth:
The Purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

DOCTRINAL BASIS

We believe in:

The only true God, the almighty Creator of all things,
existing eternally in three persons—
Father, Son, and Holy Spirit—full of love and glory.

The unique divine inspiration,
entire trustworthiness
and authority of the Bible.

The value and dignity of all people:
created in God's image to live in love and holiness,
but alienated from God and each other because of our sin and guilt,
and justly subject to God's wrath.

Jesus Christ, fully human and fully divine,
who lived as a perfect example,
who assumed the judgment due sinners by dying in our place,
and who was bodily raised from the dead and ascended as Savior and Lord.

Justification by God's grace to all who repent
and put their faith in Jesus Christ alone for salvation.

The indwelling presence and transforming power of the Holy Spirit,
who gives to all believers a new life and a new calling to obedient service.

The unity of all believers in Jesus Christ,
manifest in worshiping and witnessing churches
making disciples throughout the world.

The victorious reign and future personal return of Jesus Christ,
who will judge all people with justice and mercy,

giving over the unrepentant to eternal condemnation
but receiving the redeemed into eternal life.

To God be glory forever.

INTERNATIONAL FELLOWSHIP OF EVANGELICAL STUDENTS®

InterVarsity Christian Fellowship/USA is a member movement of the International Fellowship of Evangelical Students (IFES), and thereby subscribes wholeheartedly to the statement listed below. It is a further elaboration of InterVarsity's commitment to evangelical theology and evangelical student movements around the world.

IFES DOCTRINAL BASIS

The Doctrinal Basis of the IFES affirms the fundamental truth of Christianity including:

- The unity of the Father, Son and Holy Spirit in the Godhead.
- The sovereignty of God in creation, revelation, redemption and final judgement.
- The divine inspiration and entire trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.
- Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the incarnate Son of God.
- The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
- The presence and power of the Holy Spirit in the work of regeneration.
- The justification of the sinner by the grace of God through faith alone.
- The indwelling and work of the Holy Spirit in the believer.
- The one Holy Universal Church which is the Body of Christ and to which all true believers belong.
- The expectation of the personal return of the Lord Jesus Christ.

Confidential and Proprietary Information

All financial information and mailing lists, whether on paper or on a computer system, are confidential and not to be released, considered or used for purposes other than InterVarsity. The President or appropriate Vice President must approve in writing the release of any InterVarsity mailing list or delegate list to an organization outside InterVarsity.

Access to information is limited to those staff specifically responsible for maintaining the data and those who require it in the performance of their job duties. Human Resources maintains confidential employee information. If you have questions regarding the release of this information, contact HR.

The Director of Information Services endeavors to ensure the integrity of the InterVarsity information system to provide adequate security of information

RISK MANAGEMENT 2007-2008

In the US, in Group Overseas Operations, and other Overseas Operations

God has protected the ministry of InterVarsity over the years. We trust and pray He will continue to do so. But each of us needs to do all that is within our power to protect those whom God has entrusted to our care.

Risk management consists of three parts: (1) finding and assessing risks, (2) minimizing those risks, and (3) compensating for losses resulting from the remaining risks (usually by purchasing insurance). While risk management seeks to protect life and property, it cannot provide a risk-free environment.

I. FINDING AND ASSESSING RISKS

InterVarsity may be liable for any harm that results from employees' acts within their scope of employment or volunteers' acts within their scope of activities. This includes everything in their job description, and any activities (including decision-making) that their supervisor knew or should have known they would carry on in pursuit of InterVarsity's purpose. If employees or volunteers act outside their job description, or without knowledge of their supervisor, or irresponsibly or carelessly, they may be liable for any harm that results.

Everything done by employees or volunteers must be evaluated to ensure it will further InterVarsity's mission. Once an activity is determined to be within the mission, the risks associated with it must be found and assessed. To find and assess risks, all employees and volunteers must consider what they are doing (or planning to do), how they are going to do it, and who is responsible for each aspect of the activity. Employees must continually anticipate any contingencies, however unlikely, that may arise.

II. MINIMIZING RISKS

Once the risks have been found and assessed, then the employee and volunteer must minimize these risks. There are some general procedures to do this, and there are some specific ones when operating in other cultures.

A. GENERAL PROCEDURES FOR MINIMIZING RISKS

1. Education and Training

All supervisors must include InterVarsity risk management and safety policies in their training programs. These programs should contain instruction on safety, potential liability, reporting and handling accidents and potential claims, review and critique of accident reports and instruction on dealing with claimants and insurance personnel. These programs must include training by supervisors in sexual misconduct awareness and prevention before working with persons under age 18 or vulnerable adults and annually thereafter for those who are working with persons under age 18 or vulnerable adults, and harassment awareness and prevention (annually, commencing in

2008, for all employees and volunteers). Supervisors should annually review risk management and safety policies.

2. Supervision

All sponsored activities should be evaluated for potential risks and safety issues. Risks which are uninsurable should be avoided. As the risk increases, the evaluation should also increase in intensity. Supervisors should also evaluate employees and volunteers before they are placed in leadership positions, to be certain that they have the training necessary for leadership. Employees and volunteers should also be evaluated for personal characteristics necessary to be responsible leaders. Activity leaders must be able to ensure that all appropriate safety equipment is used when participating in activities: e.g., life jackets while boating or canoeing; helmets while biking or roller-blading; safety glasses when using equipment during housing rehabilitation. Supervisors must ensure that all new employees and volunteers, as well as all other employees and volunteers who in their employment or volunteer service come in contact with persons under age 18 or vulnerable adults, submit a request for a background check and complete training in sexual misconduct awareness and prevention.

3. Reporting Accidents and Losses

All accidents and losses resulting in personal injury, death, or property damage (loss to InterVarsity property or other property where an insurance claim may result) must be reported. Reports of emergencies, accidents or crises (such as death, serious injury, fire, or crime, sexual assault, missing/overdue person/s) should be made to the National Service Center (within one hour). Make contact with one person in the priority order of the Notification Directory. (InterVarsity Emergency Notification Procedures are shown on the Risk Management Card, which you should keep with you at all times.) Report property damage to the Risk Administrator. Reports arising from injuries at InterVarsity camps involving anticipated treatment costs of less than \$500 should be submitted in writing. (Accident Report Form) Other reports should be made verbally within 24 hours. All verbal reports are to be followed by written reports of the facts, investigation of law enforcement officers and names of witnesses. Supervisors should instruct employees and volunteers on the importance of preserving evidence and the names and addresses of all witnesses and investigating law enforcement officers.

4. Liability Releases

All participants other than employees and InterVarsity volunteers in an activity are to sign liability releases. InterVarsity volunteers have a job description on file in Human Resources and are persons who perform valuable services that promote the ministry of InterVarsity and whose compensation is in the form of reimbursement for reasonable expenses incurred in the performance of those services. All releases should contain an alternative dispute resolution clause. Parents or legal guardians are also required to sign for any participant under age 18 (19, if from or in Alabama).

B. ADDITIONAL PROCEDURES FOR MINIMIZING RISKS IN THE US

1. Report all unsafe conditions promptly.

Be sure that all vehicles, boats and drivers over which InterVarsity has control (one or more InterVarsity employees or volunteers are involved in arranging rides and/or providing drivers or vehicles) meet the following requirements:

Check all vehicles and boats to be sure they are properly licensed. See that they are in good operating condition and that the driver is qualified and experienced in operating the particular type of vehicle, especially 15-passenger vans (see following restrictions), or boat under the conditions. Set minimum requirements to be eligible to drive. Insist on seat belts and use them. Require all motor vehicles to have liability insurance of at least a \$300,000 combined single limit. Check Motor Vehicle records of drivers assigned to an InterVarsity-owned vehicle and of persons who regularly drive for InterVarsity, unless these latter persons provide a certificate of insurance showing a liability limit of at least \$1,000,000. Do not rent 15-passenger vans. Use 15-passenger vans only when the above conditions and the following restrictions are met:

1. No more than nine passengers (driver + eight passengers) transported,
2. Rear seat removed (to ensure that passengers remain in front of the rear axle),
3. No roof racks, and
4. Additional luggage must be secured and stored in front of the rear axle.

When a vehicle is rented in the US, its possessions (including Puerto Rico), or Canada, be sure that "InterVarsity Christian Fellowship/USA" appears on the rental contract. This will provide collision and comprehensive coverage (\$40,000 limit, \$1,000 deductible) on the rented vehicle. This coverage offered by the rental company should then be declined. If you have a p-card, use it for the rental because MasterCard provides collision and comprehensive coverage with no deductible.

2. Establish minimum requirements for group leaders for First Aid and CPR. If water activities are involved, have someone present who is certified in water rescue/safety.

3. Check electrical equipment and cords to be sure they are adequate for the load. Establish a formal inspection procedure and schedule for all camps. Items to be checked include: athletic/play equipment; slip and trip hazards; fire protection equipment, including smoke detectors in sleeping and cooking areas; exit signs.

4. Do not use charter or private aircraft. Do not participate in, sanction, or allow the following activities: bungee jumping, snowmobiling, hang-gliding, parasailing, spelunking, white-water rafting, or use of trampolines or all-terrain vehicles. Downhill skiing is permitted only at professionally run ski slopes that have liability coverage. A ropes course may be used when the course and the instructors are certified and liability coverage is provided. Permission of your supervisor and the Risk Manager is possible and must be obtained for housing rehabilitation, mountain and rock climbing, and wilderness trips.

5. Ensure that students and staff are trained for the tasks given them, that they have the right safety equipment, and, most of all, that there is adequate, experienced supervision. Do not plan or participate in a project which involves the participants in:
- a) Hands-on surgical procedures
 - b) Giving injections of any kind, or use of a syringe
 - c) Working without appropriate medical sanitary barriers in situations where there is a disease or illness.
 - d) Administering emergency medical aid (as part of a regular assignment, beyond what a citizen would voluntarily do)
 - e) Unsupervised demolition, construction, maintenance or rehabilitation of a building
 - f) Unsupervised, solitary or private outreach to children or teens
 - g) Operation of heavy equipment such as bulldozers or forklifts
 - h) Activities where proper equipment, such as gloves, masks, hard hats, etc., are not used
 - i) Activities where participants fail to follow directions of the supervisor
 - j) Unsupervised counseling situations, or professional counseling, mentoring or pastoring
 - k) Walking alone at night.

6. All fire standards must be met in InterVarsity buildings and at InterVarsity meetings. Unsecured areas need to be well lighted and disaster instructions posted.

7. Review documents and audio and videotapes to screen out private or other information that could be harmful to another. Remove any defamatory material.

8. Do not copy, perform or display another person's work without that person's permission (see Staff Handbook - Legal - Copyright (Policy on Copyright Compliance)). This includes writings, photos, films, and recordings.

9. Do not associate any of your political activities in any way with InterVarsity. The law prohibits InterVarsity from any political or lobbying activities (including promoting or intervening in the campaign of, or demonstrating against, any candidate or aspirant for public office). Obviously, you are free to participate in political and lobbying activity (including voting, or encouraging others to vote their conscience), so long as you do not relate any of this activity to InterVarsity.

10. Do not use InterVarsity letterhead or sign a letter as a representative of InterVarsity when voicing an opinion to a magazine, newspaper, etc. This will avoid confusion between the personal expression of the writer versus the official position of InterVarsity. The President only, upon specific approval, may be authorized to endorse a position as that of InterVarsity on InterVarsity letterhead in accordance with a policy of the Board of Trustees. (updated: 2/2004)

C. ADDITIONAL PROCEDURES FOR MINIMIZING RISKS IN GROUP OVERSEAS OPERATIONS

1. Be sure plan fits within the purpose of InterVarsity.

2. Ensure that students and staff are trained for the tasks given them, that they have the right safety equipment, and, most of all, that there is adequate, experienced supervision. Do not plan or participate in a project which involves the participants in:

- a) Hands-on surgical procedures
- b) Giving injections of any kind, or use of a syringe
- c) Working without appropriate medical sanitary barriers in situations where there is disease or illness.
- d) Administering emergency medical aid (as part of a regular assignment, beyond what a citizen would voluntarily do)

NOTE: The above restrictions do not apply to participants who are pursuing a health care degree, have had training in the specific procedure or procedures involved, are supervised by a licensed professional, and have taken necessary precautions.

- e) Unsupervised demolition, construction, maintenance or rehabilitation of a building
- f) Unsupervised, solitary or private outreach to children or teens
- g) Operation of heavy equipment such as bulldozers or fork lifts
- h) Activities where proper equipment, such as gloves, masks, hard hats, etc., are not used
- i) Activities where participants fail to follow directions of the supervisor
- j) Activities where seat belt restraints are not used in vehicles, except when unavailable on international projects.
- k) Unsupervised counseling situations, or professional counseling, mentoring or pastoring
- l) Walking alone at night.

3. Register the project on the web at: www.ivstaff.org/gp/registration.html. By registering, you will obtain preliminary approval for project and location from the Director of Global Projects, in conjunction with the Director of Missions and the appropriate IFES Regional Secretary before recruiting students. You will also have your plans reviewed for insurance coverage by the Risk Manager. Review State Department advisories on travel destination. Four weeks prior to project, furnish a detailed itinerary for approval and a list of the names and passport numbers of all participants and the names, addresses, and phone numbers of parents, legal guardian or next of kin of each participant.

4. Prior to departure, deliver to the Director of Global Projects a list of the names, addresses and phone numbers of each host, by location.

5. Inform participants of shots, medications and medical precautions listed for the destination by the Centers for Disease Control.

6. Deliver releases of and insurance information on each participant to Director of Global Projects not less than four weeks prior to departure. Medical insurance with \$50,000 minimum primary coverage is to be provided by each participant.

7. Obtain the telephone number and address of the American embassy for each country included in the itinerary for use in the event of emergency: medical, political, evacuation, etc. Carry the following 24 hour emergency international numbers for assistance from AIG World Source:

IV Staff, staff families and volunteers: at (713) 260-5500 (call collect); Refer to Policy #: WR 10003531 or visit website:
<http://www.aigworldsource.com/worldsource/public/wsservicedetail/0,2122,91,00.html>

Students: at 1-800-626-2427 (in the US and Canada) or (713) 267-2525 (call collect). Refer to Policy # SRG 8047336.

Identify yourself as being with InterVarsity and provide the above policy numbers. Doctors are on call, and translation services and medical evacuation facilities are available. Always carry an InterVarsity Link/Global Projects Crisis Response Procedures Card and follow these procedures in an emergency.

8. Four weeks prior to departure, review with the Director of Global Projects the activities, dates, and responsible staff person for each entry in the itinerary.

9. Travel by public transportation. If not, use the safest vehicles and operators available.

If a vehicle is rented, other than in the US, its possessions (including Puerto Rico), or Canada, be sure to purchase local compulsory insurance, including collision and comprehensive coverage, and put "InterVarsity Christian Fellowship/USA "on the rental contract. If a personal vehicle is driven outside the US, its possessions (including Puerto Rico) or Canada, purchase local compulsory insurance at the border of the country being entered.

D. ADDITIONAL PROCEDURES FOR MINIMIZING RISKS IN OTHER OVERSEAS OPERATIONS (CONFERENCES, CONSULTATIONS, IV LINK EMPLOYEES, VOLUNTEERS, ETC.)

1. Comply with shots, medications and medical precautions of the Center for Disease Control for the destination. Check State Department advisories for travel destination.

2. Obtain telephone number and address of the American embassy in country of destination in the event of emergency: medical, political, evacuation, etc. Carry the following 24 hour emergency numbers for assistance for IV Staff, staff families and volunteers: American AIG World Source at (713) 260-5500 (call collect); Policy #: WR 10003531 Identify yourself as being with InterVarsity and provide the above policy numbers. This company has doctors on call, translation services and medical evacuation facilities. Always carry an InterVarsity Link/Global Projects Crisis Response Procedures Card and follow these procedures in an emergency.

3. Each person must have medical insurance coverage with \$50,000 minimum coverage.

4. Travel by public transportation. If not, use the safest vehicles and operators available. If a vehicle is rented, other than in the US, its possessions (including Puerto Rico), or Canada, be sure to purchase local compulsory insurance, including collision and comprehensive coverage, and put "InterVarsity Christian Fellowship/USA "on the rental contract. If a personal vehicle is

driven outside the US, its possessions (including Puerto Rico) or Canada, purchase local compulsory insurance at the border of the country being entered.

5. Exercise caution in giving advice to and/or contracting with foreign nationals. Be inquisitive about and attentive to local customs. If you are, or plan to be, an IV Link employee or volunteer, in addition to the above:

6. Obtain approval of travel and plans by Director of IV Link at least two weeks before departure.

7. Any change in itinerary, purpose or activities must be approved by the Director of IV Link and Director of Missions.

8. When you arrive at your overseas location, register your address with the American embassy in the country of your residence.

III. COMPENSATING FOR POTENTIAL LOSSES

Potential losses are usually compensated for through insurance. The intent of InterVarsity is to be a responsible corporate citizen and to act biblically. Our insurers cover only those activities known to InterVarsity. Consequently, supervisors must notify the Risk Manager of potential risks. Our insurer requires prompt reports on accidents, losses, and potential claims. Employees and volunteers involved in accidents, losses, or potential claims should not make any statements about liability (admitting or denying). They also should not initiate or participate in settlement negotiations.

All accidents or losses that pose a serious risk are reviewed. Breach of the risk management and safety policies of InterVarsity which results in an accident or loss may result in discipline of the employee(s) or volunteer(s) who breach(es) the policy.

NAME: ##fullName##

I certify, by submitting below, that:

- I hereby subscribe to the Purpose Statement and Doctrinal Basis of InterVarsity Christian Fellowship/USA® (InterVarsity),
- I understand that I should continually be aware of risks and apply the 2007 - 08 RISK MANAGEMENT policy in my employment with InterVarsity,
- I agree that during my employment and indefinitely thereafter, I will not disclose information concerning the business of InterVarsity disclosed to me or acquired by me in confidence during my employment,
- IF I AM A SUPERVISOR, I will regularly (at least annually) discuss the above policies in my area/team meetings, AND
- I agree to resolve employment disputes as follows: Settle any claim or dispute that arises out of my employment by mediation and, if necessary, legally binding arbitration in accordance with the rules of a mutually agreed upon alternative dispute resolution

service, subject to provisions of federal, State and local law governing arbitration, including, but not limited to jurisdiction and allocation and payment of costs. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. These methods shall be the sole remedy for any controversy or claim arising out of my employment and I expressly waive my right to file a lawsuit in any civil court against InterVarsity for such disputes, except to enforce an arbitration decision.