

New Volunteer Training

Highlights of Key Rules

Discrimination and Workplace Harassment

All volunteers have a **RIGHT** to work in an environment **FREE** of discrimination, which includes freedom from harassment whether that harassment is based on sex, age, race, color, creed, national origin, religion, sexual orientation, marital status, membership in other protected groups, association or political affiliation, or disability.



The County prohibits harassment of its volunteers in **ANY** form by supervisors, co-workers, or member of the public.



What should you do if you feel you have witnessed or encountered discrimination or harassment of any kind?

REPORT THE BEHAVIOR: You can talk to your Supervisor or Director, any member of Management, the Personnel Director, County Counsel, or the Board of Commissioners.

Service Animals

Animals are not allowed on property with the exception of service animals.

A service animal is a dog that:

- Is trained to do **WORK** or **PERFORM** tasks.
- The work or tasks are for the benefit of a person with a disability.

A person may be asked to remove their animal from the building if:

- The animal is not a service animal.
- The animal is not kept under control.
- If the animal is relieving itself inside the building.



Code of Conduct



Volunteers are expected to:

- **Act** at all times in the best interest of Lincoln County.
- **Provide** honest, accurate, timely and complete information.
- **Perform** duties in compliance with expected standards.
- **Avoid** situations that may comprise their reputation or integrity.
- **Adhere** to the Oregon Ethics Laws.

Ethical Conduct

All County volunteers are **PUBLIC OFFICIALS** which requires compliance with the State of Oregon **ETHICS LAW**.

Information on these laws is available at the Oregon Government Ethics Commission website:
<http://www.oregon.gov/OGEC/>.



Volunteer's Responsibility to Co-Workers

- Treat all coworkers with respect and courtesy.
- Cooperate with coworkers to promote professional interests and concern.

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“All day long, I have to be polite to my boss, coworkers and customers. If you really love me, you’ll let me be rude to you!”



Gifts, Gratuities, and Fees

Gifts, gratuities, loans, fees or any items of value may not be solicited by County Volunteers nor accepted either directly received or indirectly.

Elected Officials and Department Directors will make the final determination as to the appropriateness of any gift offer.

Prohibited Political Activity

It is not acceptable for public employees/volunteers to promote, support or oppose ballot measures, to solicit funds, promote any political committee or the nomination or election of any person to public office while on the job during working hours.



Personal Appearance



- Good community relations are an integral part of each volunteer's responsibility.
- All volunteers must maintain their appearance and conduct themselves in a manner which is appropriate for an employee in public service.
- Standards governing appearance remain with the appointing authority.

Fragrance Free Workplace

- All volunteers should refrain from wearing perfumes and/or any other scented products to work.
- Volunteers in violation of this policy may be asked to leave the office and not return until they are fragrance free.





Attendance and Dependability

County volunteers are depended on to report to work at their scheduled time and seldom be absent from work. Volunteers are depended upon to complete work in a timely, accurate and thorough manner and to be conscientious about assignments.

Non-Smoking Ordinance

Smoking is **PROHIBITED**, except in designated areas, on any County owned or leased property.

This includes smoking or carrying any lighted smoking instrument such as cigars, cigarettes, pipes, electronic cigarettes or any other smoking equipment.



Confidentiality

You are expected to uphold the **HIGHEST LEVEL OF CONFIDENTIALITY** in compliance with all State and Federal regulations pertinent to the scope of **WORK** and **DEPARTMENT** in which you work.

Misrepresentation



- Be careful not to misrepresent County policies, practices, procedures, or prices, or misrepresent employment status and authority to enter into agreements.
- Do not use Lincoln County's name, logo likeness, facilities, assets or other resources, or the authority of your position with Lincoln County for personal gain or private interest.

Lost, Abandoned, or Unclaimed Property



- If any volunteer finds money, goods, or other personal property, the volunteer should immediately notify their supervisor noting the following:
 - Time and place found
 - Circumstances
 - Owner known

Electronic Mail & Public Records



The work you create is County Property, it is **NOT** private, and may be subject to **PUBLIC DISCLOSURE LAWS**.

E-mail connected to Lincoln County electronic mail (even if accessed on personal computer at home) is subject to public record retention and disclosure in accordance with Oregon Law.



Telephone Usage

The use of County phones, including cell phones, is restricted for official County business only. It is important to note, personal long distance calling from public agency telephones is **PROHIBITED**, even if reimbursed.

Workplace Violence

- Violence: Physically harming another, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and/or communication of threats or talk of violence in written, electronic, physical, or verbal form.
- Zero Tolerance: Volunteers who display any violence in the workplace or threaten violence in the workplace are subject to having the volunteer activity ended.



Drug and Alcohol Free Workplace

The use, manufacture, distribution of, possession, or being under the influence of a controlled substance or alcohol while on duty, while on County owned property or while operating County owned equipment is strictly **PROHIBITED**.

This does not apply to controlled substances possessed or used in accordance with the prescription, however, depending upon the **SAFETY SENSITIVE** nature of your position, you may be required to **DISCLOSE** such prescription to your supervisor.





If you have any questions on these or any other workplace rules, please contact your Department Manager, County Counsel, the Personnel Director, or any member of the Board of Commissioners.