

## **DAVIS COUNTY CODE OF CONDUCT VOLUNTEERS**

Davis County Government, like any other large enterprise, must maintain certain rules of conduct. These rules are essential to the successful operation of our organization, and they require the full cooperation of all volunteers. They define our responsibilities and ensure our effectiveness as a working team.

No volunteer shall be excused from observing the rules of conduct. This code of conduct will be uniformly applied to all Davis County volunteers. When a rule is violated, the facts and circumstances of the individual case will be considered and depending on the severity of the infraction, disciplinary action ranging from a warning to no longer volunteering may be applied.

County departments and offices will issue each new volunteer a copy of this code. The volunteer's signed agreement to comply with the following rules of conduct will be contained in their file in the Personnel Office.

### **Standards of Conduct**

1. Volunteers are expected to apply themselves fully to their assigned duties during the work schedule.
2. Volunteers shall attend and complete required training for their assigned duties.
3. Volunteers shall meet the performance standards established for their positions and shall report to their supervisors conditions or circumstances that would prevent them from performing their jobs effectively or from completing their assigned duties. Volunteers shall also bring to their supervisors' attention any unclear instructions or procedures that are not completely understood. Volunteers shall not fail to comply with reasonable job related instructions. Volunteers shall keep their supervisor apprised of the status of new and ongoing programs and projects.
4. Volunteers are expected to maintain reasonable standards of personal grooming, language and behavior.
5. Volunteers are expected to treat customers, general public, and co-workers with courtesy, dignity and respect. Volunteers shall maintain client and staff confidentiality.
6. Volunteers are expected to make prudent and frugal use of County funds, equipment, vehicles, buildings, and supplies.
7. Volunteers shall observe all work rules established by their departments.
8. Volunteers shall comply with all County Personnel policies, rules, and regulations.
9. Volunteers shall comply with all County Financial Policies, rules, and regulations.
10. Volunteers shall comply with all Davis County Ordinances.

### **Records and Information** (See Davis County Code Chapter 2.36)

Volunteers shall comply with the Davis County Government Records Management

Ordinance when handling County records. Generally, the release of records shall only be done with approval of the Administrative Officer. County volunteers who are involved with information of public interest may not use this information for personal gain nor to benefit friends or acquaintances. If a volunteer has an outside interest which may be affected by or affect any Davis County program or activity, the volunteer must report this situation immediately to their Administrative Officer. Volunteers having access to privileged or confidential information are charged with the responsibility of ensuring that this information is released only to those individuals who are duly authorized to receive it. All records containing personal information (e.g., personnel records, medical records, test scores, criminal records, and salary information) shall be handled with strict confidentiality.

**Financial Policies and Procedures** (See Financial Policies and Procedures - Budget and Financial Policies and Procedures - Expenditure of Budgets)

Volunteers shall comply with the Davis County Government Financial Policies and Procedures when budgeting, receipting, contracting, or otherwise recording and expending County funds. Generally, the Administrative Officer will supervise and approve the functions and security requirements involved. Any questions related to the budget and financial policies and procedures should be directed to the Clerk Auditor's Office.

**Equipment, Property, Supplies** (See County Code Chapter 2.42)

No volunteer shall receive or take any equipment, property, or supplies for personal benefit regardless of whether item is considered to have value or to be surplus. All property, equipment, and supplies shall be purchased and disposed of in compliance with County Code Chapter 2.42.

**Alcohol & Drugs** (See Discipline Policy, #250)

Volunteers shall not report to work under the influence of alcohol or drugs. Volunteers shall not use alcohol or drugs while at work except for those drugs lawfully prescribed by a physician which do not impair performance. Illegal drug possession or use outside the County workplace or illegal drug possession or use not resulting in a criminal conviction may also result in disciplinary action which may include termination of volunteer status. Volunteers taking a drug which may impair them must report the use of such drug to their Administrative Officer before starting work each day.

**Drug Free Workplace and Drug Testing** (See Drug Free Workplace Policy, #340)

Volunteers shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs and controlled substances in the Davis County Workplace. Volunteers are required to notify their supervisor of any illegal drug or controlled substance criminal convictions, resulting from a violation occurring in the County workplace, no later than five (5) days after the conviction. Volunteers convicted of illegal drug or controlled substance violations in the County workplace are subject to appropriate disciplinary action, up to and including termination of volunteer status, or being required to satisfactorily complete a drug abuse assistance or rehabilitation program. Failure to report a conviction may subject the volunteer to separate disciplinary action. The County will notify departments or agencies of the Federal

Government through which it receives Federal grant or contract monies of any volunteer criminal drug statute convictions occurring in the County workplace. The County has an established drug-free awareness program. Volunteers shall sign an Alcohol and Drug Testing Notice and Acknowledgement form and participate in the County's Drug Testing Program as required.

**Telephone Use** (See Discipline Policy, #250)

Personal telephone calls by volunteers are permitted if they are very short, infrequent, and limited to local areas. Volunteers are not allowed to make personal long-distance calls at County expense.

**Personal Mail** (See Discipline Policy, #250)

Volunteers shall refrain from using their work address for personal mail. County stationery and letterheads shall not be used for personal or unauthorized correspondence. The County postage meter shall not be used for the mailing of personal correspondence.

**Attendance/Tardiness** (See Attendance Policy, #220)

Any volunteers unable to report for their scheduled duties should give reasonable notice to their supervisor. Tardiness causes the workday to begin in a disorganized manner, both for you and for those who work with you. For this reason, tardiness is considered a serious problem and won't be tolerated.

**On-The-Job-Injuries** (See Workers' Compensation Policy, #190)

Any volunteer injured on the job shall report the fact immediately to their supervisor. If the injury requires immediate medical attention, the volunteer shall be taken to a Workers' Compensation Preferred Provider physician or hospital. Volunteers are required to use a Workers' Compensation Preferred Provider for their initial visit to a health care provider. Volunteers failing to use a Preferred Provider may be responsible for all costs incurred. A list of Preferred Providers is available in every department.

**Outside Employment** (See Outside Employment Policy, #270)

Volunteers may hold other employment in addition to volunteering with Davis County, however, any outside employment shall be of such a nature that it will not affect the health, efficiency, effectiveness, or availability of volunteers in their positions with the County. In addition, volunteers may be required to stop volunteering if the Administrative Officer determines that the additional employment is not in the County's best interest. Volunteers shall not engage in outside employment activities while on duty. Volunteers are prohibited from using County buildings, vehicles, uniforms, supplies, or equipment in any outside employment.

**Outside Compensation or gifts** (See Utah Code Annotated 67-16-5)

No volunteer shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for themselves or another if it tends to influence them in the discharge of duties. Exceptions to this are: an occasional non-pecuniary gift, having a value of not in excess of \$50 or an award publicly presented in recognition of public services.

**Harassment** (See Harassment Policy, #300)

It is the policy of Davis County that harassment of any person based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status is strictly prohibited, whether directed at a volunteer, a vendor, or member of the public. Volunteers shall conduct themselves in a manner which cannot be construed to be harassment towards another person. Sexual harassment consists of unwanted verbal and physical conduct, unwelcome sexual advances, causing a hostile, intimidating, or offensive working environment or making submission to such conduct a condition of employment. "Harassment" includes but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with a volunteer's normal work or movement, directed at individual volunteers, their relatives, friends or associates. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the County's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified in Policy Statement. Critical or negative remarks made about a volunteer's performance and not based on characteristics identified in Policy Statement are not Harassment.

**Computer Policy** (See Computer Usage Policy, #465)

All files created, accessed, or stored on a County computer are considered County property. Administrative Officers are allowed to review files on computers in their departments. The County reserves the right to monitor all files on computers. Volunteers are advised that there is no right to privacy when using a County computer. Volunteers are cautioned that entering or maintaining information that is offensive, threatening, or harassing is prohibited. Entering or maintaining information on a County computer which is inimical to public service is prohibited. Volunteers shall not use a County computer for political activity, self-employment, or other employment.

Volunteers shall use computer software only in accordance with the license agreement. Copying software licensed to, or developed by, Davis County for home computer use or any other purpose is prohibited. Bringing software from home computers to run on Davis County computers is also prohibited. Only authorized individuals may purchase, move, alter, or repair computer equipment and wiring. Volunteers cannot post information to the Internet without Administrative Officer approval.

**Workplace Violence Policy** (See Preventing Workplace Violence Policy, #355)

Davis County prohibits workplace violence, or the threat of violence, by any of its volunteers, customers, the general public, and anyone else who conducts business with the County. It is the intent of Davis County to provide a workplace which is free from intimidation, threats, or violent acts.

Workplace violence includes, but is not limited to, verbal abuse, harassment, threats, physical attack, or property damage. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Any statement or act deemed offensive enough to create a hostile, abusive, or intimidating work

environment may be interpreted as a threat. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is any damage to property owned by the County or an individual.

The following guidelines are suggested actions to follow to reduce the potential for workplace violence:

A. If a person becomes angry, the volunteer should courteously attempt to calm the person down by explaining that they would like to help them resolve their concerns and that if they each can communicate calmly this is likely to happen. If that does not work, the volunteer should get their supervisor involved or call for assistance from another volunteer.

B. If a person is threatening bodily harm, the volunteer should attempt to leave the scene, if it can be done safely. The volunteer should notify another volunteer, employee, or supervisor if possible. If the supervisor is unaware of the situation, the volunteer should notify the supervisor as soon as it can be done safely. Every volunteer is authorized and encouraged to call 911 when necessary. Volunteers should inform the dispatcher who they are, where they are, and what is happening. The dispatcher will provide further instructions.

**Identification Badges** (See Identification Badges Policy, #105)

Volunteers will wear and display their Identification Badge in accordance with Personnel Policy and Procedure #105. Volunteers may be charged a replacement fee for lost ID Badges. Volunteers will return ID badge when they no longer volunteer.

**Safe Driving Practices** (See Transportation Policy #210)

Volunteers are required to operate vehicles in a safe manner at all times when on County business. Volunteers are encouraged to drive in a safe, reasonable, and defensive manner. When operating a vehicle while on County business, volunteers will maintain their full attention to driving activities. No phase of the job requires more urgent attention than driving in a safe manner when operating a vehicle. Volunteers shall comply with all traffic regulations, except as authorized for emergency vehicles. Before daily use of a County vehicle, drivers shall inspect the vehicle for visible damage, inoperable lights, under-inflated tires, or any other noticeable condition, which may create an unsafe situation. Volunteers are encouraged to stop driving and pull off to a safe area to use a cell phone in the vehicle. Volunteers using a cell phone while driving must continue to operate the vehicle in a safe manner while using a phone.

**Signature**

I agree to submit to a physical examination, if required, to determine my ability to volunteer. I understand that no contract exists between Davis County and myself with respect to length of volunteering, expenses, benefits, or other conditions of volunteering.

I acknowledge that I have read and understand the Davis County Volunteers Code of Conduct and that I agree to comply with all of its provisions. I understand that I may be disciplined (which may include not being allowed to volunteer) for violations of this Code of Conduct or other Davis County policies and procedures. I agree to be responsible for County property and equipment issued to me and to pay for property and equipment not returned.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date