

Summit County Government Volunteer Code of Conduct

Summit County Government (“County”) values and appreciates those individuals that are willing to donate their valuable time to support local programs that serve our community. While volunteers provide significant benefit to the organization, they must also abide by a code of conduct consistent with the values of the County. The following acts are prohibited for all County volunteers:

- Possession or use of liquor or drugs anywhere on the premises while engaging in volunteer duties;
- Stealing, lying or making false statements to coworkers, supervisors or the public while engaging in volunteer duties;
- Fighting on County property;
- Any form of significant insubordination in the course of one’s duties;
- Abusing or deliberately destroying or damaging County property;
- Attempting to coerce, insult, abuse or intimidate another volunteer, employee or citizen, or using abusive or indecent language to a fellow volunteer, employee or citizen;
- Unauthorized use, transfer or disclosure of confidential information, processes, tools or equipment;
- Discussion or disclosure of private information obtained directly or indirectly concerning clients of County programs;
- Conduct which is patently offensive, or has the effect of creating any risk of injury to any person or property, or directly threatens the health, safety, or welfare of any volunteer, employee or the public in general;
- Disregard for safe working practices or taking actions which might endanger the health, safety or welfare of others;
- Disruption of the ability of on-duty volunteers or employees to perform their work related duties, including the solicitation of any volunteer or employee for any cause or for any purpose in working areas of the county by a volunteer or employee on his or her working time;
- Unauthorized use of County time, equipment or material for personal purposes;
- Reporting to volunteer activities in inappropriate attire as defined by each department;
- Smoking in any area except designated areas;
- Improper accounting of or mismanagement of County funds.

EQUAL OPPORTUNITY:

The County provides equal employment opportunities to all employees, volunteers and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, or any other protected basis that is unlawful under federal, state and local laws. The County does not tolerate harassment of volunteers or employees in the workplace or in a work-related situation, and harassment is a violation of the County’s rules of conduct. It is the goal of the County to provide for all volunteers and employees a work environment that is free from harassment. The County believes in the right of every volunteer and employee to work in an environment free from sexual harassment. Accordingly, sexual harassment by any County volunteer or employee is strictly prohibited.

As a volunteer for the County, I understand that there is a specific code of conduct that I must adhere to in order to maintain my volunteer duties. Any violation of the code of conduct may result in termination of volunteer duties.

I have full understanding that client and record confidentiality is essential as a County volunteer. I further agree to respect the dignity of the client and integrity of the County by maintaining confidentiality of information received in the course of service.

I understand that I am not an employee of Summit County Government and my volunteer position does not in any way guarantee any type of employment with the County. Further, the benefits and guidelines for County employees do not apply to my volunteer duties. I understand that I may be released from my volunteer duties at any time for any reason at the discretion of the County.

I, do hereby and forever release and discharge the County and respective board members, officers, employees, agents and volunteers from any and all claims, actions, expenses, liabilities, or damages of any nature whatsoever, including costs and attorney’s fees, arising out of any personal injury or any loss or damage to property in any way resulting from or otherwise relating to my participation as a county volunteer.

I fully understand and agree to provide my services to the county as a volunteer in a volunteer capacity.

I fully understand that the County will not provide or pay for medical treatment for injuries that occur within the scope and course of my volunteer activities. I fully understand that as a volunteer, I do not work for the County as an employee, therefore, I am not entitled to workers’ compensation benefits and the county cannot provide lost wages or permanent disability benefits for the volunteer’s regular employment.

I fully understand and agree that if I use my personal vehicle while conducting volunteer county business, my personal automobile insurance is my responsibility and primary to any other insurance that may exist. I fully understand and agree that if I use any of my personal property while conducting volunteer county business, the County will not provide insurance coverage or be financially responsible should damage or loss occur.

Signature of Volunteer _____ Date _____

Signature of Supervisor _____ Date _____