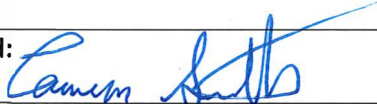




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Code of Conduct	VP_01
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

To establish a code of conduct for all volunteers of the Department of Fish and Wildlife.

2) POLICY

Every volunteer is an important contributor in ODFW's efforts to effectively serve the public and conserve Oregon's fish and wildlife resources.

It is important to understand what is expected of every volunteer in terms of personal and professional work behavior. A volunteer's conduct which does not comply with this policy may result in removal from the volunteer program. Conduct that occurs while not performing volunteer activities which does not comply with this policy may result in removal from the volunteer program when such conduct has a connection with the Department.

The following expectations are provided for personal and professional work behavior to ensure that each volunteer and the Department are successful in achieving our mission.

3) PROFESSIONALISM

Volunteers are to model professional behavior. This includes honesty, integrity, and caring. Each volunteer is entitled to a workplace free of harassment, and we expect that all volunteers will treat each other, staff and our customers with courtesy, dignity, and respect. Volunteers shall not use physical force, threats, or intimidation toward fellow volunteers, staff, our customers or others while at a Department worksite or otherwise representing the Department.

- a) The importance of volunteers presenting a professional image to the public is critical to our effectiveness and the success of the Department. The Department's volunteer uniform policy is designed in part to help ensure volunteers present a professional image (see [ODFW Policy VP_07 Uniforms and Professional Appearance](#)). Volunteers who wear the Department's uniform should keep their clothing clean and in good condition. If uniforms become torn, stained or otherwise unprofessional in appearance, volunteers should ask their supervisor for a new uniform.

- a) Volunteers will report for assignments at the time and place requested by their volunteer supervisor or designee and will be capable of performing the duties required for the scheduled project.

4) LAWS, RULES AND POLICIES

Adherence to federal and state laws, rules, regulations and policies is important. Violations that adversely affect ODFW, its credibility or its image, cannot be overlooked. Volunteers should report to their ODFW supervisor any convictions (including pleas of no contest, traffic/driving violations which could affect driving privileges and/or violate ODFW's acceptable driving records guidelines, or pending legal issues (including investigations) for violations of law no later than five calendar days after the event (see [ODFW Policy VP_09 Driving Record](#))

5) ETHICS/CONFLICT OF INTEREST

We expect volunteers to use good judgment at all times. Do not use or attempt to use the volunteer position to obtain financial gain or avoidance of financial detriment for any of the following;

- a) Any gifts from a source which would reasonably be known to have a legislative or administrative interest in the Department or its proceedings. Gift(s) are limited to \$50 in a calendar year. Food and beverage consumed in the presence of the giver is no longer a gift exception
- b) Any byproducts of the volunteer work, including but not limited to fish, animals, and any parts thereof.
- c) Use of non-specialized information gained over time, such as familiarity with the habits and locations of fish or game is not prohibited by this policy, because volunteers should be sharing that knowledge and information with the public as part of volunteer customer service responsibilities. However, information that volunteers acquire because of the volunteer position that is not generally available to the public should not be used for personal gain or to avoid personal detriment.

6) USE OF PROPERTY

Volunteers shall not use state, facilities, postage, supplies, equipment (e.g., copiers, printers, fax machines, cell phones, tools, machinery, materials, shop supplies and vehicles) for personal use.

7) PROCEDURES

All new and returning volunteers shall be provided an opportunity to read the policy and the policies referred to herein, an opportunity to read and ask questions, and shall sign the [Code of Conduct Certificate](#). Alternatively, volunteers may acknowledge electronically

they have read and agree to follow the Code of Conduct. A copy of the signed Code of Conduct Certification will be sent to the Volunteer Program Coordinator for placement in the volunteer's file. The electronic acknowledgment will also be saved.

ODFW appreciates and thanks you for your willingness to volunteer your time and resources on projects that support the Department's mission. Thank you, and we hope you enjoy your volunteer experience.