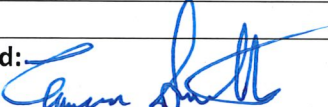




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Maintaining a Professional Workplace	VP_02
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

Volunteers are integral to the efficient conduct of the Department's business. All individuals must work together to promote and maintain a work environment that is respectful to all persons and free from inappropriate behavior. The intent of this policy is to clarify conduct that constitutes inappropriate workplace behavior; to provide an effective reporting process for volunteers who believe they have experienced or observed inappropriate workplace behavior; and to specify management's role and responsibilities in responding to reports of inappropriate workplace behavior.

2) DEFINITIONS

- a) Professional Workplace Behavior: Supporting the values and mission of Oregon state government and the Department, building positive relationships with others, communicating in a respectful manner, holding oneself accountable and pursuing change within the system.
- b) Inappropriate Workplace Behavior: Unwelcome or unwanted conduct or behavior that causes a negative impact or disruption to the workplace or the business of the state, or results in the erosion of morale.

Examples of inappropriate workplace behavior include but are not limited to, comments, actions or behaviors of an individual or group that embarrass, humiliate, intimidate, disparage, demean or show disrespect for another individual in the workplace.

3) POLICY

- a) Conduct
Volunteers at every level of the Department must foster an environment that encourages professionalism and discourages disrespectful behavior. All volunteers must behave respectfully and professionally and refrain from engaging in inappropriate workplace behavior.

b) Addressing Inappropriate Workplace Behavior

Supervisors must address inappropriate behavior they observe or experience and should do so as close to the time of the occurrence as possible and appropriate.

If a volunteer observes or experiences inappropriate workplace behavior and feels comfortable in doing so, he or she should do one or both of the following:

- 1) Redirect inappropriate conversations or behavior to workplace business.
- 2) Tell offending person that his or her behavior is offensive and ask him or her to stop.

c) Reporting Inappropriate Workplace Behavior

A volunteer should report inappropriate workplace behavior he or she experiences or observes to their volunteer supervisor as soon as possible. If the volunteer's immediate supervisor is the one engaging in the inappropriate behavior, he or she should report the behavior to upper management or the Volunteer Program Coordinator, as soon as practicable. The report may be verbal or written.

d) Responding to a Report of Inappropriate Workplace Behavior

Inappropriate workplace behavior must be addressed and corrected before it becomes pervasive, causes further workplace disruption or lowers morale. A supervisor or manager that receives a complaint or becomes aware of a violation of this policy shall immediately notify and forward any written documentation to his or her supervisor and the Human Resources Division. The supervisor of the individual allegedly engaging in inappropriate workplace behavior, in consultation with Volunteer Program Coordinator, must address the report as soon as possible.

e) Consequences

A volunteer found to have engaged in inappropriate workplace behavior will be counseled or, depending on the severity of the behavior, may have his or her volunteer service removed.

f) Retaliation

Retaliating against someone for reporting or addressing inappropriate workplace behavior is prohibited. A volunteer found to have engaged in retaliation may have his or her volunteer service removed.

g) Policy Notification

4) All volunteers will:

- a) Be given a copy or told the location of VP_02 Maintaining a Professional Workplace.
- b) Be given directions to read the policy.
- c) Be provided an opportunity to ask questions and have their questions answered.
- d) Acknowledge he or she read the policy and had an opportunity to ask questions.