



OREGON DEPARTMENT OF FISH AND WILDLIFE

DAS CHRO – Preventing Harassment & Discrimination

Department of Administrative Services (DAS) Chief Human Resources Office Preventing Harassment and Discrimination in the Workplace State Human Resource Policy [50-010-001](#)

QUESTIONS

Contact the ODFW Statewide Volunteer Program Coordinator with any questions related to the policy or this training.
E-mail: odfw.volunteerprogram@odfw.oregon.gov

POLICY STATEMENT

Oregon state government as an employer is committed to a discrimination and harassment free work environment.

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Oregon state government as an employer is committed to a discrimination and intimidation free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct

APPLICABILITY OF THIS POLICY

All employees, including limited duration and temporary employees, board and commission members, elected officials, volunteers, interns, and contractors.

As a volunteer, you are a representative of ODFW and as such, you are required to adhere to the same policies and procedures as employees.

VOLUNTEER RIGHTS

Volunteers have a right to a volunteer environment that is free from harassment and discrimination.

VOLUNTEER RESPONSIBILITIES

Volunteers shall:

- Conduct themselves in a business-like and professional manner at all times.
- Not engage in any form of discrimination or harassment.
- Cooperate with any investigation and keep information regarding the investigation confidential.
- Read and understand this policy and ask questions as needed.

ODFW RESPONSIBILITIES

ODFW must:

- Conduct themselves in a business-like and professional manner at all times and not engage in any form of discrimination or harassment.
- Exercise appropriate measures to prevent and promptly correct discrimination or harassment.
- Set an example of respectful workplace behavior.
- Have clear expectations that discrimination or harassment will not be tolerated.
- Handle investigations as discreetly and confidentially as possible
- Be sensitive to the feelings of all involved.

POLICY NOTIFICATION

ODFW shall:

- Make this policy available within the workplace and/or online
- Provide a copy of this policy to each volunteer

Volunteers shall:

- Be given directions to read the policy
- Be required to complete this training annually
- Be provided the opportunity to ask questions and have their questions answered.