

# Davis County Human Resources Policies

---

## Volunteer Standards of Conduct

### 1.0 Purpose & Scope

To provide professional standards of conduct as a guide for volunteers to carry out the business of the County. This policy applies to all Davis County volunteers.

### 1.1 Policy

Davis County volunteers will demonstrate the highest level of ethical, courteous, and respectful behavior. All volunteers have a responsibility to act in good faith and be active participants in contributing to the creation and enhancement of a community culture of respect, inclusion, civility, dignity, and understanding of the people with whom they work. Volunteers will conduct themselves in a manner that will not disrupt the workplace, undermine the authority of County leadership, impair productive working relationships, offend the public, offend customers, or otherwise impede the effective operation of Davis County government.

### 1.2 Definitions

See Human Resources Policy #100 Definitions.

### 1.3 Procedures

1. Standards of Conduct. Volunteers are expected to conduct themselves appropriately in all aspects of their assignments including but not limited to the following:

- a. Communicating in a respectful, supportive, and encouraging manner.
- b. Promoting and expressing civility, inclusivity, empathy, and positivity.
- c. Addressing disagreements or conflicts in an appropriate and respectful manner.
- d. Demonstrating honesty, truthfulness, and integrity.

2. Unacceptable Conduct. Volunteers must not engage in unprofessional or inappropriate behaviors including but not limited to the following:

- a. Communicating or behaving in a manner that is offensive, abusive, disrespectful, or discriminatory in nature including but not limited to the following: intimidation or bullying; gestures, actions, comments, or jokes that are degrading, embarrassing, offensive, demeaning or insulting; deliberate exclusion of a volunteer or employee from relevant work activities or decision-making; decision-making influenced by factors which have no work-related purpose; spreading false information about other volunteers or employees; engaging in abusive, inappropriately loud, combative, aggressive, or threatening language or behavior; and subjecting others to ridicule or gossip.
- b. Providing false or misleading statements, misrepresenting the truth, or intentionally omitting material information while carrying out volunteer responsibilities and administrative functions.

3. Volunteer Time. Volunteers have a responsibility to apply themselves fully to their assigned duties during their volunteer time. Observe all rules and procedures established by their departments.

- a. Make prudent and frugal use of County funds, equipment, computers, phones, vehicles, buildings, supplies, and other resources.

# Davis County Human Resources Policies

---

- b. Wear their County identification badge in accordance with department guidelines.
- c. Operate vehicles in a safe manner when on County business.
- d. Report injuries/incidents that occur during their volunteer assignments to their supervisor immediately.

4. Attendance. Volunteers have a responsibility to meet attendance expectations. Violations include the following:

- a. Excessive absenteeism and tardiness, failing to consistently start the volunteer assignment at the designated start time, and/or quitting early, before the scheduled end time.
- b. Improper notification when the volunteer will be absent, tardy, or require any other variation to their approved volunteer schedule. In most circumstances, proper notification is no later than one (1) hour before the beginning of the volunteer assignment, unless department rules require a different reporting time.

5. Volunteer Responsibility. Volunteers have a responsibility to comply with all Davis County policies and procedures, rules, and regulations and adhere to the following standards:

- a. Computer Use. Volunteers must use County computers appropriately. Refer to Human Resources Policy #465 Computer Usage. Volunteers are advised that there is no right to privacy when using a County computer. All files created, accessed, or stored on or through the County computer system, are considered County property. The County reserves the right to monitor all files and applications used through the County network. Administrative Officers are allowed to review files and applications accessed through computers in their departments. Only authorized individuals may purchase, move, alter, or repair computer equipment and wiring. Volunteers are prohibited from:
  - i. entering or maintaining information on a County computer that is offensive, threatening, or harassing.
  - ii. entering or maintaining information on a County computer that obstructs public service.
  - iii. using a County computer for political activity, self-employment, or other employment.
  - iv. copying software licensed to, or developed by, Davis County or using computer software not in accordance with the license agreement or for use outside of County functions/purposes.
  - v. downloading software from the Internet onto a County computer or loading software onto a County computer without authorization and assistance from the Information Systems department.
  - vi. bringing software from home computers to run on Davis County computers.
  - vii. posting County information and business to the Internet without Administrative Officer approval.
- b. County Funds/Resources. Volunteers must comply with the Davis County Government Financial Policies and Procedures when budgeting, receipting, contracting, or otherwise recording and expending County funds. Receiving or taking any County equipment, property, or supplies for personal benefit regardless of whether the item is considered to have value or to be surplus is

# Davis County Human Resources Policies

---

prohibited. The County postage meter shall not be used for the mailing of personal correspondence.

- c. County Records. Volunteers must comply with the Government Records Access and Management Act (the Act) and Davis County's Records Access and Management Ordinance (the Ordinance) when managing County records. The release of records shall only be done in accordance with the Act, the Ordinance, or other applicable law or ordinance. Each department has a designated records specialist that can assist in this process. 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 that 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 and when authorized to do so.
- d. Drugs and Alcohol. Volunteers are expected to report to their assignment free from the influence of alcohol or drugs during their volunteer assignment. Volunteers shall not use alcohol or drugs while carrying out volunteer work except for those drugs lawfully prescribed by a physician that do not impair performance. Volunteers are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs and controlled substances in the Davis County workplace. Volunteers must comply with the Drug & Alcohol-Free Workplace Davis County Human Resources Policy. Volunteers are subject to drug testing and criminal background checks as set forth in the Drug & Alcohol-Free Workplace and Background Checks Davis County Human Resources Policies.
- e. Fiduciary Responsibility. Each volunteer has a fiduciary responsibility to safeguard the assets of the County. This responsibility requires that all financial transactions of the County are handled in an honest and factual manner. Each volunteer shall work to ensure that all financial activities and transactions are in accordance with Davis County Financial Policies and Procedures. It is the responsibility of all volunteers to report any financial irregularities to their supervisor. If reporting to their supervisor would create a conflict of interest, the volunteer shall report financial irregularities directly to the County Auditor.
- f. Harassment, Discrimination, Retaliation, and Bullying. Volunteers must use civil and respectful communication. Harassment, discrimination, retaliation, or bullying of any person, whether directed at County volunteers, employees, customers, vendors, or members of the general public is strictly prohibited. Refer to Human Resources Policy #300 Preventing Discrimination and Harassment.
- g. Public Influence. Volunteers must use their public position appropriately. Engaging in activities that might have an unfavorable effect on County service is prohibited. Volunteers must avoid any action that might result in or create the impression of using public office or position for private gain or preferential treatment.

# Davis County Human Resources Policies

---

- h. Social Media. Volunteers must follow rules regarding posting information about their volunteer positions on social media accounts. Displaying information on personal websites and/or private social media accounts that identify or infer that the content is sponsored by the County is prohibited. Refer to Information Systems Policy #117 Social Media.
- i. Threats/Acts of Violence. Volunteers must interact with others in a kind and calm manner. Engaging in acts or threats of violence towards County employees, volunteers, customers, vendors, or members of the general public is strictly prohibited. Refer to Human Resources Policy #355 Preventing Workplace Violence.

## 7. Standards of Conduct Violations.

When a standard is violated, the facts and circumstances of the individual case will be considered, and depending on the severity of the infraction, corrective action may be considered up to the termination of the volunteer assignment.

## 8. Acknowledgement

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 the length of volunteering, expenses, benefits, or other conditions of volunteering.

I acknowledge that I have read and understand the Davis County Volunteers Standards of Conduct and that I agree to comply with all of its provisions. I understand that corrective action may be considered (which may include not being allowed to volunteer) for violations of the Volunteers Standards of Conduct policy. 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

## 1.4. Policy History

1. Effective Date: 11/7/2023
2. Previous Catalogue: Replaces Davis County Policies & Procedures Code of Conduct Volunteers
3. Previous Revisions: 06/21/2005