

COWLEY COUNTY EMERGENCY MANAGEMENT

Volunteer Code of Conduct

Volunteers are representatives of Cowley County. Therefore, volunteers from all groups (CART, CERT, Emergency Auxiliary, MRC and RACES) must adhere to a Code of Conduct as set forth by the Cowley County Personnel Rules.

Volunteers Shall:

1. Maintain a productive work environment that is free from harassing or disruptive activity. No form of unlawful harassment will be tolerated, including harassment for the following reasons: race, creed, color, religion, national origin or ancestry, gender, age, genetic information, disability, pregnancy status, sexual orientation, gender identity, military or veteran status, or any other classification protected by applicable local, state or federal law.
2. Be courteous and respectful at all times to both the general public and other volunteers and staff. They are expected to govern by principles and ordinary rules of good behavior and judgment. Volunteers are expected to be just and honorable in relations with each other and with staff; they shall not make false reports concerning another volunteer, employee, or group. Further, they shall not act in a manner calculated to create a disturbance or dissension. Volunteers shall refrain from altercations, disorderly conduct, and the use of profane, abusive or improper language. Employees shall refrain from offensive conduct toward the public or county officials or other volunteers while on duty.
3. Not be involved in any action which reflects adversely on the County or a volunteer group, or that could discredit the County. This includes but is not limited to harassment, horseplay, or any other unacceptable activity where the potential for either an employee or another person could be injured as a result of negligence while on duty
4. Not be insubordinate. Insubordination is the failure of a volunteer to obey any proper directive from a supervisor or to abide by any established and lawful County policy or procedure, or to undermine a supervisor or appointing authority in any way.
5. Not steal, deface, or be careless or negligent with the property of the County or other volunteers. Reasonable steps should be taken to protect any property issued to or borrowed by a volunteer. No County property shall be removed from a County building without authorization from EM staff.
6. Not release confidential information without authorization from EM staff.



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7. Refrain from the use of drugs or alcohol while on duty, and will not report for duty while under the influence of any substance that could impair judgment or create an environment that could pose a danger to the volunteer or others.
8. Not maliciously alter or falsify any records or other documents.
9. Not be careless or negligent in the performance of duties, including safety rule violations. Incompetence or inability to perform duties will be determined by the EM Director, and dealt with on a case by case basis.
10. Abide by the following dress code:
 - a. Volunteers shall be well groomed, neat, and clean in their personal appearance when reporting for duty or at CCEM related functions. All volunteers are prohibited from wearing extreme or eccentric clothing.
 - b. It is preferred that agency-provided shirts be worn. Whether it is agency-provided or personal clothing, all clothing shall be clean, in good repair, well fitting and appropriately worn.
 - c. The following clothing shall not be worn: sexually provocative clothing, an observable lack of undergarments, or exposed undergarments; offensive/obscene graphics, symbols or wording relating to illegal substances, alcohol or tobacco.
 - d. Hair shall be well groomed, combed, neatly trimmed, styled and clean. Dyed hair is acceptable as long as it does not attract negative attention, or is seen as unprofessional.
 - e. Jewelry and tattoos shall not be offensive in nature.

My signature below indicates that I have received and read the above Volunteer Code of Conduct, and that I hereby agree to abide by this code.

Volunteer Printed Name Date

Volunteer Signature Date

Emergency Management Date

