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VOLUNTEER CONDUCT & WORKPLACE GUIDELINES

To ensure orderly operations and to provide the best possible work environment, LIFT-UP board members and staff require that volunteers follow the guidelines of conduct that will protect the interests and safety of all persons and our non-profit organization.

It is not possible to list all of the forms of behavior that we consider unacceptable in the workplace. The following are examples of guidelines-of-conduct infractions that may result in the termination of a volunteer:

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage or company-owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome physical or verbal harassment or contact
- Derogatory comments related to race, color, creed, sexual orientation, and physical and mental challenges
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Unauthored use of telephones, fax, copier or other organization-owned equipment
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct, in general
- Language that is considered foul, offensive or abrasive

I have thoroughly read and understand the volunteer conduct and workplace guidelines. I have discussed any questions or concerns that I have with the volunteer coordinator or a member of the office staff.

Volunteer Signature

Date