

SUMMARY OF POLICIES GOVERNING VOLUNTEER SERVICE CONDITIONS

I. EQUAL OPPORTUNITY

No volunteer recruitment, orientation or placement activity shall be influenced in any manner by consideration of race, gender, ethnicity, marital status, ancestry, national origin, age, political or religious opinions or affiliations.

II. HARASSMENT POLICY

a. Policy: To establish a policy in accordance with federal and state law, including Title VII of the Civil Rights Act of 1964 and the California Fair Employment and Housing Act (FEHA), expressing the District's philosophy with regard to harassment in the workplace, and establishing reporting procedures and disciplinary sanctions for violators of the policy.

b. Procedure: The District does not tolerate harassment of District volunteers. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, handicap or disability is a violation of this policy.

"Harassment" includes, but is not limited to:

- Verbal harassment, such as slurs, epithets, or derogatory comments or jokes, intimidation, threats, sexual advances, or negative stereotyping;
- Physical harassment, such as assault, impeding or blocking movement, pinching, grabbing, propositioning, leering; and
- Visual harassment, such as displaying of objects, pictures, cartoons or posters on walls, bulletin boards or other District premises that denigrates, or shows hostility or aversion towards an individual or a group because of any of the characteristics listed above.

c. Complaint Procedure: If a volunteer feels that he/she is being harassed by an employee or volunteer, he/she should immediately notify a supervisor. If the volunteer does not feel that the matter can be discussed with his/her supervisor, he/she should contact the Administrative Services Manager or the General Manager and arrange a meeting to discuss the complaint.

Upon notification of a harassment complaint, the District will investigate the complaint as promptly as possible, and will treat the complaint with as much confidentiality as possible. Information will only be released on a "need to know" basis.

Harassment of District volunteers by non-employees may also be a violation of this policy. Any volunteer who believes that he/she is being harassed by a non-employee, or who observes harassment of a volunteer by a non-employee, should report such harassment to a supervisor.

No Retaliation: The District will not retaliate, nor will it tolerate retaliation, against individuals who complain in good faith about harassment in the workplace.

Volunteers have an obligation to comply with this No Harassment Policy and complaint procedure. Violation of this policy can lead to the termination of the volunteer assignment.

Any individual who engages in conduct contrary to this policy may be personally liable in any legal action brought against him/her or the District.

III. VIOLENCE IN THE WORKPLACE

The District will not tolerate physical acts of violence or threats of physical acts of violence from District volunteers, employees or non-employees on site, and will take proactive steps to protect its volunteers, employees and others conducting business with the District. Threatening remarks or threats of physical violence made in person, via phone, voicemail, or email will not be tolerated and may be considered harassment.

A volunteer who is in immediate danger of a violent act or who has just been victimized by a violent act, or another volunteer or employee who witnessed a violent act or threat of a violent act shall place themselves out of harm's way and make immediate contact with a supervisor or appropriate staff.

Volunteers who have reason to believe that they, or another District volunteer or employee may be victimized by a violent act sometime in the future, at the workplace, or as a direct result of their employment with the District, shall notify their supervisor immediately, so appropriate action may be taken.

IV. ELECTRONIC MEDIA

Oro Loma Sanitary District's electronic media is provided for the purpose of performing job functions including communication, information exchange, and research. Electronic media includes all types of electronic equipment such as computers, computer peripherals, computer software, laptops, voicemail, electronic mail (e-mail), Internet access, online information services and other electronic type of equipment that the District deems as electronic media. These resources are provided for the use of the District employees and volunteers for business-related purposes and, as such, do not offer privacy protections expected from a personal system.

Use of electronic media for personal reasons shall be kept to a minimum. Supervisors and managers reserve the right to enter, search, and monitor the computer files, voicemail, e-mail, internet navigation history, or any type of electronic file of any employee, without advance notice, for business purposes such as monitoring work flow or productivity, investigating theft, disclosure of confidential business or proprietary information, or personal abuse of the system.

ACKNOWLEDGMENT SIGNATURE PAGE

PLEASE SIGN BELOW, DETACH, AND RETURN THIS PAGE TO YOUR SUPERVISOR

I have read, understood, and will abide by the Summary of Policies Governing Volunteer Services Conditions.

Signature

Date

Print Name



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