

## Key Policies for Short-Term Event Volunteers

The following summary highlights key elements of DWR policy applicable to your volunteer assignment. Every volunteer is expected to read and understand this material and adhere to DWR's expectations.

### Standards of Conduct

Volunteers are expected to conduct themselves in a safe, professional, courteous, and ethical manner.

### Sexual Harassment Prevention

Sexual Harassment is illegal and will not be tolerated in your volunteer assignment. The Office of Workforce Equality is the point of contact for any complaint of sexual harassment and may be reached at (916) 653-6952, Fax (916) 654-5664, Toll Free (877) 851-2448, TDD (916) 653-6934.

### Drug-Free Assignment

No volunteer who is on duty or on standby for duty shall use, possess, or be under the influence of illegal or unauthorized drugs or alcohol.

### Discrimination and Complaint Procedure

All individuals are to be treated with respect and professionalism and have the right to volunteer in an environment free from discrimination. Volunteers may contact the Office of Workforce Equality to express any allegations of discrimination and utilize the DWR complaint process. OWE may be reached at (916) 653-6952, Fax (916) 654-5664, Toll Free (877) 851-2448, TDD (916) 653-6934.

### Safety

The Department is committed to the safety of our employees, volunteers, partners, and the public. All volunteers have a right to a safe environment and should report any unsafe conditions.

### Violence or Threats of Violence

Violent acts, threats of violence, or the possession of firearms or dangerous weapons at the volunteer site are prohibited.

..... Please detach the bottom portion and provide to DWR representative. Keep the top portion for your record. ....

### Complete and bring to the event

Volunteer Acknowledgement - I have read the Key Policies above and will adhere to DWR's expectations for my volunteer assignment:	
_____ <b>Print Name</b>	_____ <b>Phone Number</b>
_____ <b>Signature</b>	_____ <b>Date</b>
_____ <b>Email Address</b>	
For Official Use	Initials For Verifying Completed Form:
Name of Event:	Date: