



CITY OF NEWPORT VOLUNTEER HANDBOOK

VOLUNTEER



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Volunteers play a vital role in delivering services to our City. It is important to offer volunteer experiences that benefit both the volunteer and the community. The City of Newport understands volunteering allows citizens to give back to their community in meaningful ways and is a critical resource to the organization.

It is the policy of the City of Newport to fill volunteer vacancies with the most qualified individuals. Volunteer applicants will be considered on an equal basis for all positions without regard to age, disability, race, color, national origin, sex, sexual orientation, gender identity, veteran status, military status, and association with members of a protected class, or any other protected class or work relationship recognized by state, federal or local law.

The City of Newport is firmly committed to the safety of our volunteers. We make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards.

Mission

The City of Newport pledges to effectively manage essential community services for the well-being and public safety of residents and visitors. The City encourages economic diversification, sustainable development, and livability. In addition, the Greater Newport Area Vision 2040 project concluded in the fall of 2017 in collaboration with the City of Newport and hundreds of community members and visitors.

Vision

In 2020, Greater Newport is the heart of the Oregon Coast, an enterprising, livable community that feels like home to residents and visitors alike.... We take pride in our community’s education, innovation, and creativity, helping all our residents learn, grow, and thrive. Our community is safe and healthy, equitable and inclusive, resilient and always prepared. We volunteer, help our neighbors, and support those in need, and work together as true partners in our shared future.



Handbook Purpose

This handbook is designed to provide guidelines, information and support for everyday operations to City of Newport volunteers and summarizes topics that you may encounter during your service with the City.

The intent of the goals and policies listed in this handbook is to maximize the effectiveness of our Volunteer Program and to assist department personnel and volunteers in understanding their roles and responsibilities within the framework of the Volunteer Program.

The following are some of the objectives of the City of Newport Volunteer Program:

- Encourage volunteerism to enhance the quality of services in City government. Allow volunteers an opportunity to utilize and share their talents in constructive, beneficial manners.
- Strengthen and enhance vibrant, growing networks of public/private partnerships that routinely work together in volunteer service to address pressing issues in our communities.
- Promote citizen involvement in and understanding of government issues and problems and increase the citizen awareness of City programs.
- Provide a unified recruitment, screening and training structure to support and meet the needs of City departments, programs, and partners.

Volunteer Definition

A volunteer is any person, approved by the City of Newport, who donates service in a City of Newport sponsored Volunteer Program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered.

Elected officials are not subject to this policy, but are subject to other applicable laws, regulations, and policies.

Types of volunteers include:

- City Committee Members
- Public Safety (Fire and Police)
- Library, Parks and Recreation, City Manager's Office
- Community Emergency Response Teams (CERT)
 - In the event that emergency operations and procedures have been activated, a volunteer may be assigned to perform emergency volunteer duties authorized by the City of Newport. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

City of Newport volunteers may volunteer in other departments if all of the below criteria is met:

- The volunteer position is with an established City of Newport volunteer program,
- Duties of the position are outside the volunteer's normal work duties, AND outside normal or regular working hours,
- No work time is used to perform the volunteer duties,
- The volunteer duties are performed solely at the option of the volunteer and there is no expectation, direct or implied, that the volunteer performs volunteer service, and
- The volunteer signs a waiver indicating that the decision to volunteer is entirely his/her own, and no payment for the work will be rendered.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer application is completed and signed by the volunteer, and approved by the City of Newport, **AND** a parent or guardian signs the consent section of the application.

All city volunteers must complete and sign the Volunteer Waiver and Release form prior to volunteering.

Who is Not a City of Newport Volunteer

- Work release inmates– Volunteer Accident Policy coverage provided with waiver.
- Community service workers – Volunteer Accident Policy coverage provided with waiver.
- Persons not approved by the City of Newport for volunteer service.
- Individuals under the age of 18 without a completed application signed and approved by parent or guardian.
- Individuals or groups that are volunteering for another agency are not a City of Newport volunteer. Example: Boys Scouts performing services at a public event or volunteers of another entity responding in a mutual aid agreement. Groups include, but not limited to, NEWTS, SOLVE, Boy Scouts, Church Organizations, and the Chamber of Commerce. These individuals or groups have their own liability insurance and are not considered City volunteers. However, they are required to affirm all their volunteers received training on all equipment used in performing volunteer duties.

Benefits of Volunteering

There are many reasons to volunteer and even more rewards. Besides the meaningful impact in the City of Newport, volunteering has many personal benefits:

- Volunteering connects you to others.
- Volunteering allows you to meet new people and builds community.

- Volunteering is good for your mind and body.
- Volunteering brings fun and fulfillment to your life.
- Volunteering can advance your career.
- Helping others kindles happiness.
- Volunteering increases self-confidence.
- Volunteering provides a sense of purpose.

Procedures to Become a Volunteer

A member of the Human Resources staff is the designated Volunteer Coordinator for the city-wide volunteer program. The coordinator provides an essential central control method for oversight of volunteer programs and effective risk management.

Departmental supervisors and/or department heads are responsible to provide specific volunteer orientation, safety training, supervision, and ensures accurate time records are completed for each volunteer. All hours worked for volunteers need to be reported to the Volunteer Coordinator at the end of each month.

Human Resources, and specifically, the Volunteer Coordinator assists department management with compliance of the program, and in determining the job specifics that best meet the needs of the City of Newport, and the volunteer.

The City has four types of volunteers based on the department and the volunteer duties being performed. Volunteer Applications also vary based on the type of volunteer service. See *Application* section.

1. Single Event Volunteers: These are individuals volunteering for one-day events for landscape and general park cleanup/maintenance. These individuals will not have access to city facilities or systems, or children, elderly, or other vulnerable populations. No background check is required for these individuals.
2. Fire Volunteers: These are individuals volunteering in the Fire Department. A background check is required for these individuals. Additional requirements will apply (see below).
3. Police Volunteers: These are individuals volunteering in the Police Department (including Reserves). A background check is required for these individuals. Additional requirements will apply (see below).
4. Non-Public Safety Volunteers: These are individuals volunteering in the City of Newport Library, Recreation Center, 60+ Center, Administration, Public Works Water Treatment Plant and Wastewater Treatment Plant. A background check is required for these individuals.

Application

All volunteers must complete and sign the Volunteer Application (based on one of the four categories listed above), waiver forms, and other related documents (if applicable), and return the completed forms to Human Resources for approval prior to start of any

volunteer service. Emergency contact information will be obtained from the Volunteer Application Form in the event of an emergency.

The City has four separate volunteer applications.

1. Single Event Volunteer Application
2. Fire Volunteer Application
3. Police/Reserve Volunteer Application
4. Non-Public Safety Volunteer Application

In addition to the Volunteer Application, fire volunteers are required to complete a Volunteer Waiver, and a Volunteer Understanding and Agreement.

A Parental Consent Form is required for those individuals under 18 years of age.

Police volunteers must be at least 18 years of age. Several police volunteer assignments require the volunteer to be 21 years of age or older.

Fire Volunteer requirements include:

- A physical examination,
- Job specific training, which includes a fire-fighting academy and is 12 weeks, twice a week. Each class is 2-3 hours long. Academy typically takes 60-80 hours to complete,
- Weekly drills, which include evening classroom training. Classes are 2-hours and include hands-on, and
- Active volunteers are required to participate in drills or training classes for a minimum of 60 hours each year (approximately 2 hours a week).

Police Reserve Volunteer requirements include:

- Graduation from high school or completed a GED program;
- Must be a U.S. citizen;
- Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License without record of suspension or revocation in any state;
- Successfully pass a drug test;
- Be of good moral and ethical character certifiable as a Reserve Police Officer in the state of Oregon based on standards established by the Oregon Department of Public Safety Standards and Training (DPSST);
- Must attend an approved reserve academy before being sworn.
- Must be able to communicate effectively, both orally and in writing;
- Ability to meet Department's physical standards and pass ORPAT (Oregon Physical Agility Test) to the minimum standards set by DPSST.

Police Volunteer requirements include:

- Must be at least 18 years of age.
- Several police volunteer assignments require the volunteer to be at least 21 years of age

- A valid Oregon drivers' license and a continuous driving record that meets the city standards.

Screening Process

The City of Newport is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to make these principles and mandates. The City of Newport (the "City"), prohibits discrimination and harassment of any type and provides equal the volunteer assignment. opportunities to all qualified persons and to administer all aspects and conditions of the volunteer assignment. without regard to race, religion, color, sex (includes pregnancy related conditions), gender, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, victims of domestic violence or stalking, retaliation, association with a protected class, genetic information, protected veteran status, military status, veterans preference in hiring/promotion, injured workers, lawful use of off-duty tobacco products, family relationship, sexual orientation, gender identity, the volunteer assignment. status, or any other protected classification, in accordance with applicable federal, state, and local laws.

Interviews may be conducted for certain positions prior to selection.

Background, training, experience, and skills are carefully reviewed to match volunteers to appropriate assignments.

Background checks will be performed on all Public Safety and Non-Public Safety volunteers. Public Safety and Non-Public Safety volunteers will not be able to perform any volunteer work until the city receives a successful background check.

The only exception are those individuals volunteering for a Single Event (landscape or general park maintenance) that will have no access to city facilities, systems, or vulnerable populations (seniors, children, or developmentally disabled). Background checks will **not** be required on individuals volunteering for a Single Event (landscape and general park cleanup only).

Note: The name listed on the application and the background request form should be the same name as listed on the individual's social security card and driver's license.

Volunteers who will drive as part of their volunteer work must complete and submit an approved driving record release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for the City of Newport. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the City of Newport. See *Vehicle Policy*

Individuals who have been inactive as a volunteer for four (4) or more months will need to re-apply and go through the screening process before beginning any volunteer service for the city.

Approval

Volunteers must receive approval of acceptance in the City of Newport Volunteer Program prior to starting any volunteer work.

With the exception of Single Event Volunteers, HR will notify the department, and the department will notify the volunteer via phone or email of approval of acceptance in the City of Newport Volunteer Program. This process and communication will occur prior to the start of any volunteer work.

Volunteer Responsibilities

Volunteering is a serious commitment. Remember that you represent the City of Newport at all times. The impression and reputation of our City depends on you.

We strive to provide services that consistently exceed the expectations of those we serve. Please give your best by using your skill, expertise, drive, determination, professionalism, and dedication to improve our community.

Required Trainings and Policy Review

Generally, volunteers will be required to complete the city's safety and HR related training and policy review/sign-off, prior to volunteer services beginning. This training will be conducted in person or via the city's online training system.

Each department will be responsible to ensure the following forms are completed, and forwarded to Human Resources for processing. Send all forms to HR as one packet. Do not send forms to HR individually, as this can cause confusion, delays with processing, lost paperwork, multiple follow-ups, and duplication of efforts.

New Volunteer

The following forms will be required for new volunteers:

- Volunteer application (completed and signed by the volunteer)
- FCRA Notice and Disclosure (signed by the volunteer)
- FCRA Authorization and Release (signed by the volunteer)
- Background Request Form (completed by the supervisor or HR)
- Driving Record Release Form (only for those volunteers who will drive for the city)
- Copy of valid Drivers' License (only for those volunteers who will drive for the city)

Minor Volunteers (teens)

In addition to the above:

- Parental/Guardian Consent for Minor Criminal Background Check (signed by the parent or guardian)
- FCRA Notice and Disclosure (signed by the parent or guardian)
- FCRA Authorization and Release (signed by the parent or guardian)

Signed acknowledgement forms for the below policies are required for all volunteers, including minor volunteers (teens):

- Volunteer Handbook
- EEO
- Ethics Policy and Acknowledgement Form
- Workplace Rules and Prohibited Conduct Policy and Acknowledgement Form
- Drug/Alcohol Policy and Acknowledgement Form
- Workplace Violence Policy and Acknowledgement Form
- No-Harassment Policy and Acknowledgement Form
- No Bullying Policy and Acknowledgement Form
- Weapons Free Workplace Policy and Acknowledgement Form

Any department specific trainings required for volunteers will also be required. Any temporary city policies (i.e. COVID) required for volunteers will also be required.

Equipment training will be conducted by the city's Safety Officer or the city volunteer on site responsible for volunteer oversight. In all cases, the person conducting the training needs to be a competent person with the equipment. See *Safety Requirements* below.

The volunteer will be required to sign a Volunteer Safety Orientation and Training Acknowledgement Form confirming they received equipment and overall safety training.

Volunteers will be given the Volunteer Handbook to read, and will be required to sign the acknowledgement form stating they have received and read the handbook, and agree to comply with the policies outlined in the handbook.

Position Description and Physical Requirements

A position description for most volunteer positions or projects will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there any questions about their physical ability to perform the duties. Some positions may require a medical release prior to volunteer work.

Orientation

After approval and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from the supervisor or the city volunteer with the responsibility of oversight for the volunteer. Any required personal protective equipment will be reviewed and provided.

Safe work rules and rules of conduct are reviewed along with the volunteer policy and vehicle policy, if applicable. See *Safety* section.

All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can result in the termination of the volunteer relationship.

Safety Requirements

No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to supervisor. All job-related injuries or illnesses must be reported to your supervisor within 24 hours, regardless of severity. Completion of the Accident/Incident Report Form is required. If you are going to seek medical treatment, an 801 Form is to be completed.

Training, if required, will be provided for operation of specific equipment, machinery, or tools, including power tools. Additionally, OR-OSHA training may be required to perform some volunteer duties. Safety Orientation and Training will also occur with those individuals volunteering in areas where equipment, machinery, and/or power tools are needed to perform the volunteer duties. A Safety Orientation and Training Acknowledgement Form will be required.

Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off the city's premises. Volunteers are required to wear appropriate protective equipment, clothing, and footwear at all times.

Insurance Coverage

Volunteers are considered "agents" and are covered by the City of Newport's general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

For work related injuries, the City of Newport provides workers compensation insurance. (see Workers' Compensation policy below). The city complies with statutory requirements to maintain volunteer rosters See *Record Keeping*.

Emergency Procedures

Emergency procedures for each volunteer worksite will be documented and provided to supervisors and to volunteer staff at time of orientation. Procedures will include:

- Emergency contact numbers for Fire/Police/Ambulance,
- A map showing the location and routes to emergency exits (if applicable),
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident.

Auto and Work-Related Accident and Incident Reporting

Auto and work-related accidents, incidents, and injuries must be reported immediately to a supervisor and an Accident/Incident Report Form completed, if applicable. If appropriate, secure the scene for investigation and documentation of the incident.

Auto accidents must be reported immediately to the City Recorder and an Accident/Incident Report Form should be completed as soon as possible, and forwarded to HR. In addition, a DMV Accident form must also be completed, and forwarded to the City Recorder. See *Vehicle Policy* for additional information.

The accident/injury report is submitted to HR, along with a completed Workers' Compensation Claim Form 801, if the volunteer seeks medical treatment.

General Guidelines and Expectations

- Show up on time and to be available until the designated ending time. Although you are not a volunteer of the City of Newport, many people count on you to carry out the duties you have agreed to perform. If you are unable to keep your volunteer schedule or might be late, please contact your supervisor as soon as possible.
- Look your best! While it is the intent of the city that all volunteers dress for their own comfort during work hours, all volunteers should practice common sense rules of good grooming and appropriate dress. Good grooming includes, regular bathing, clean hair, clean hands, and nails.
- You are the “face” of the city to every citizen. Although dress may vary within the organization, please follow these guidelines:
 - Dirty, frayed, torn, ripped, faded and worn-out clothing is never appropriate.
 - Clothing, especially sweatshirts and T-shirts, with inappropriate messages or symbols should not be worn. Inappropriate messages include those advertising alcoholic beverages, other business establishments, and offensive language or graphics.
 - Unless there is a job-related reason, shorts are not considered appropriate attire.
 - Volunteers are asked to check with their volunteer supervisor if jeans are acceptable.
- Act appropriately and professionally! Set a good example. Others will be influenced by your attitude and behavior. Always treat fellow volunteers, citizens, and other workers with respect, courtesy, care and integrity. Respect other's space, privacy and belongings, and help create an environment of support, understanding and dignity.
- Respect confidentiality! On occasion, a volunteer may witness an incident, be entrusted with information, or have access to records or files deemed confidential in nature. It is the city's expectation that any volunteer privy to such information, material, or event will respect and safeguard the trust and privacy rights of affected individuals.

- Know the rules and laws. Support the city's fair the volunteer assignment. policies; smoke free, alcohol and drug-free work workplace policies; anti-harassment policy; workplace violence policy; anti-bullying policy, and conflict of interest policies. The city expects all volunteers to be aware of and comply with these workplace policies.
- Request feedback and report to your supervisor any on-the-job injuries or illnesses, no matter how minor. See *Vehicle Policy* and *Accident/Injury Reporting*.
- Volunteers must report any arrest (felony or misdemeanor) or report of domestic violence made against them to the Human Resource Department within 24 hours of occurrence.
- Respect and take care of the property of other volunteers, coworkers of the City of Newport! All city property, computers, and communication devices, tools, supplies, materials, etc. are provided to perform your volunteer assignments, must remain on site and be used for business-related purposes only. At no time are volunteers authorized to remove equipment, images, etc., without express written approval.

Please note that each department may have additional policies, procedures and guidelines to follow depending upon individual assignments. Your supervisor will be covering information specific to your particular assignment.

Record Keeping

Volunteer workers must track and submit hours on a weekly basis to their supervisor using the approved form provided by the City of Newport. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is working for workers' compensation, and can be used to verify work experience for job references. It is also required to compile the city's annual workers' compensation premium audit.

Volunteers who have not performed volunteer service for four (4) or more months are considered inactive. Those individuals should be reported as inactive on the monthly report sent to HR.

City Wide Conduct Policies

All volunteers working for the City of Newport are required to comply with the below city policies.

Equal Opportunities Policy

The City of Newport is an equal opportunity employer. In accordance with anti-discrimination law, The City of Newport (the "city"), prohibits discrimination and harassment of any type and provides equal the volunteer assignment. opportunities to all qualified persons and administers all aspects and conditions of the volunteer assignment. without unlawful regard to race, religion, color, sex (includes pregnancy-related conditions), gender, gender identity, sexual orientation, pregnancy, age, national

origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, victims of domestic violence or stalking, \association with a protected class, genetic information, protected veteran status, military/veteran status, injured workers, lawful use of off-duty tobacco products, family relationship, the volunteer assignment. status, or any other status protected by applicable federal, Oregon, or local law.

The city also recognizes a volunteer's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against or make any the volunteer assignment. decisions regarding a volunteer who engages in protected activity.

For purposes of this and all other city policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles), Further, "protective hairstyles" are defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)".

The city's commitment to equal opportunity applies to all aspects of the the volunteer assignment. relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of the volunteer assignment.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the city.

The EEO Policies apply to all volunteers and volunteers. Members of management, elected officials, volunteers and volunteers alike are expected to adhere to and enforce the EEO Policies. Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The city will promptly, thoroughly and fairly investigate every issue that is brought to its attention and will take disciplinary action, when appropriate, up to and including termination of the volunteer assignment.

All volunteers are encouraged to discuss these EEO Policies with Human Resources at any time if they have questions relating to the issues of harassment, discrimination, retaliation or bullying, or what it means to work in a respectful workplace.

Ethics Policy

At the City of Newport, we treat people with respect and adhere to ethical and fair business practices. The city requires volunteers to avoid situations that might cause their personal interests to conflict with the interests of the City of Newport, or the City of Newport volunteers and elected and appointed officials or situations that may compromise their reputation or integrity.

Volunteers who violate the city's Ethics Policy or Oregon ethics laws, or who create an equally detrimental impact on the city, will immediately be removed from their volunteer positions, and may not be eligible for future volunteer assignments.

Most volunteers are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations. Information on these laws is available at the Oregon Government Ethics Commission website, <http://www.oregon.gov/OGEC/>.

Note: For purposes of ORS Chapter 244, volunteers are not public officials if they perform such tasks as picking up litter on public lands, participating in a scheduled community cleanup of buildings or grounds, participating in locating and eradicating invasive plants from public lands and other such occasional or seasonal events.

If you have questions about whether an activity meets the city's or Oregon's ethical standards, please talk with your supervisor, Human Resources, or the City Recorder.

Anti-Harassment Policy

The City of Newport prohibits harassment **of any kind** or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its volunteers and volunteers' right to work in a harassment-free workplace. Specifically, the city prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all volunteers are responsible for respecting the rights of other volunteers and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All volunteers are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with human resources, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during city-related or -sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates a hostile work environment prohibited by this policy for any of the city's volunteers. ***Such harassment is prohibited whether committed by volunteers or by non-volunteers and should be reported to management and HR.***

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

Submission to such conduct is made either implicitly or explicitly a term or condition of the volunteer assignment.;

Submission to or rejection of such conduct by an individual is used as the basis for the volunteer assignment. decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued the volunteer assignment.; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

Jokes, pictures (including drawings), epithets, or slurs;

Negative stereotyping;

Displaying racist symbols anywhere on city property;

"Teasing" or mimicking the characteristics of someone with a physical or mental disability;

Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;

Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or

Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of "race" on page 1). Volunteers may not touch another volunteer's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

Text messages, phone calls, and e-mails.

This is not a complete list. All volunteers are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Volunteers or volunteers who have experienced a sexual assault, any harassment, or discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of Human Resources or a supervisor or member of management as soon as possible. Volunteers are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). A volunteer who experiences or witness's harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the city's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the city will take prompt, appropriate corrective action, and any volunteer found to have violated this policy will be subject to disciplinary action, up to and including termination of their volunteer assignment.

Anti-Bullying Policy

The city strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The city, therefore, prohibits volunteers from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another volunteer for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of volunteers, which intimidates and creates a risk to the health and safety of the volunteer(s). Examples of bullying include:

Verbal Bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.

Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.

Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.

Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, e-mails, embarrassing pictures, videos or graphics, rumors sent by e-mail or

posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Volunteers who have experienced bullying in violation of this policy, who has witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of human resources, their supervisor, or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred the organization will take prompt, appropriate action, and any volunteer found to have violated this policy will be subject to disciplinary action, up to and including termination of the volunteer assignment.

Workplace Rules and Conduct Policy

Orderly and efficient operation of the city requires that volunteers maintain proper standards of conduct and observe certain procedures.

Volunteers are expected to regard their workplace with respect and attention. The City's records, equipment, and property are to be treated carefully and appropriately. The city's equipment is to be utilized primarily for business purposes. Volunteers are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.

Volunteers are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are established by the city or outside regulatory bodies.

Volunteers are expected to conduct themselves in a professional and respectful manner, exhibiting a high regard for citizens, committee/task force/board members, elected officials, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol or drug consumption when representing in a business or social capacity.

Volunteers are expected to maintain the confidentiality of the city's information in their possession (i.e., personnel information, certain financial information, information that is confidential under law, etc.).

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination of volunteer service. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, volunteer welfare and city's operations may also be grounds for discipline, up to and including termination of volunteer service.

Drug and Alcohol Policy

The City of Newport is committed to maintaining a safe, efficient, and drug-free workplace. All volunteers have a responsibility to the public and co-workers to ensure safe and efficient operating and working conditions. The City of Newport is a federal contractor, and is required to comply with federal law. To satisfy these responsibilities, the city must establish a work environment where volunteers are free from the effects of drugs, alcohol, or other impairing substances. Additionally, this policy ensures the city's

compliance with Department of Transportation regulations, the Drug-Free Workplace Act, and other federal and state laws.

Volunteers who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them, and risks damage to the city's reputation.

The city expects volunteers to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. A volunteer's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the volunteer who is using alcohol and drugs, to coworkers and others.

This policy applies to all volunteers. This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Accordingly, the city has adopted the following zero-tolerance drug and alcohol policy:

Possession, transfer, use or being under the influence of any alcohol while on city property, on city time, while driving city vehicles (or personal vehicles while on city business), or in other circumstances which adversely affect city operations or safety of city volunteers or others.

The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods.

If use of alcoholic liquor or an alcohol "hangover" adversely affects a volunteer's physical or mental faculties while at work to any perceptible degree, or the volunteer's blood alcohol content exceeds .02 percent, the volunteer will be deemed "under the influence" for purposes of this rule.

Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on city property, on city time, while driving city vehicles (or personal vehicles while on city business), or in other circumstances which adversely affect city operations or safety of city volunteers.

Volunteers may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in their system while on city property or on city time.

The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects a volunteer's physical or mental faculties while at work to any perceptible degree, or the volunteer tests "positive" for any such substances by screening and confirmation tests, the volunteer will be deemed "under the influence" for purposes of this rule.

As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled

Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.

Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act, and is prohibited under this policy, even though it is otherwise lawful to use under Oregon, Washington or any other state's law.

Bringing to city property, or possessing, items or objects on city property that contain any "controlled substance," including, for example, "pot brownies", "edibles" and candy containing marijuana. No volunteer, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in city property.

Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (or controlled substances), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia.

Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to city property. This prohibition does not apply to volunteers who possess such items in connection with law enforcement work.

On occasions where alcoholic beverages are served in conjunction with certain business or social events related to city business and approved by the City Manager, volunteers may drink alcoholic beverages in moderate amounts. This includes attendance at approved conferences, seminars, and undercover police investigations. Volunteers must be fit to perform their duties and other responsibilities in a safe and efficient manner at all times, and volunteers must refrain from behavior that is disruptive, belligerent, argumentative, sloppy or unkempt in appearance, slurring of one's speech, inappropriate in personal interactions and/or behavior, or render the volunteer unable to operate a motor vehicle as required by law. Volunteers driving on city business are prohibited from consuming alcoholic beverages within four (4) hours prior to driving.

Failing to report (within five calendar days) and fully disclose to Human Resources all criminal charges, indictments and convictions (including no contest pleas and other plea bargains) for controlled substance and alcohol related offenses may result in discipline, up to and including termination. Volunteers must immediately report any arrests for conduct relating to drugs or alcohol to Human Resources. (See "Drug/Alcohol Abuse Arrests" and "Drug Convictions" below.)

These standards of conduct apply to all volunteers during working hours, including lunch and rest periods or in an 'on-call status'. Volunteers who violate this policy will be subject to disciplinary action, up to and including termination of the volunteer assignment.

The prohibited conduct does not apply to law enforcement volunteers who possess drugs, alcohol or other items identified in this policy in connection with law enforcement work.

Prescription or Over-the-Counter Medication:

A volunteer who lawfully uses controlled substances pursuant to a prescription or who uses over-the-counter medication is responsible for consulting with his or her healthcare provider and pharmacist to determine whether there are any side effects that may affect the volunteer's ability to safely and competently perform the job duties. If the volunteer or their healthcare provider feels that he/she is experiencing any of these side effects, the volunteer must notify Human Resources of the side effects *prior to* performing or continuing to perform the job duties. Medical verification of the ability to safely perform job duties may be required before the volunteer is allowed to continue their work assignment. The volunteer need not disclose the medical condition for which the medication is being taken unless the city determines that this is necessary to comply with its legal obligations (e.g. properly designating FMLA/OFLA or sick leave, evaluating reasonable accommodations, etc.).

Although the lawful use of prescription or over-the-counter medications is not grounds for disciplinary action by itself, failure to follow the reporting procedure discussed above may subject a volunteer to disciplinary action. Volunteers may also be disciplined for using medication that is unlawfully obtained, or for use that is inconsistent with the prescription or label (including but not limited to using medication prescribed to another person). Please also note that if a volunteer tests positive for alcohol, it will not be an acceptable excuse that the volunteer used an over-the counter medication (e.g. Nyquil) containing alcohol.

Marijuana

Marijuana is a controlled substance under federal law even when authorized under state law or by a physician under a state medical marijuana program. Possession or use of medical marijuana, including having any detectible amount of marijuana in your system, will be treated the same as use or possession of any other controlled substance. Authorized use of medical marijuana is **not** a valid excuse for a positive drug test. A volunteer authorized to use medical marijuana due to a disability should contact Human Resources to discuss reasonable accommodations other than medical marijuana which would permit the volunteer to perform the essential functions of their job.

Testing

If there is reasonable cause to suspect that a volunteer is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, the city may require the volunteer to undergo testing for controlled substances or alcohol.

The city reserves the right to:

Test volunteers reasonably suspected of using drugs or alcohol in violation of this policy;

Discipline or discharge volunteers who test positive or otherwise violate this policy; and

Test volunteers when they: (1) cause or contribute to accidents that damage a city vehicle, machinery, equipment or property; (2) result in an injury to themselves or another volunteer requiring offsite medical attention; or (3) when the city reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

As used in this policy, unless the context indicates otherwise:

The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, psychoneurological examinations and other tests of saliva, blood, and urine. No testing shall be performed under this rule without the approval of the City Manager, Human Resources, or the City Manager's designee.

"Reasonable cause", as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that a volunteer is more likely than not under the influence of controlled substances or alcohol, or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:

- a pattern of abnormal or erratic behavior;
- information provided by a reliable and credible source;
- a work-related accident;
- direct observation of drug or alcohol use;
- presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- unexplained significant deterioration in individual job performance;
- unexplained or suspicious absenteeism or tardiness;
- volunteer admissions regarding drug or alcohol use; and
- unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of a volunteer or a search. This documentation shall be immediately forwarded to Human Resources. Whenever possible, supervisors should locate a second volunteer or witness to corroborate their "reasonable cause" findings.

A volunteer whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the volunteer for use in the initial screening test. If the second test confirms the initial positive test result, the volunteer shall be notified of the results in writing. The letter of notification shall state the particular substance identified by the laboratory tests. The volunteer may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the volunteer.

Reasonable Cause Testing

Reasonable cause is where the city observes that the volunteer's behavior, conduct, or condition indicates that he or she may be under the influence of drugs or alcohol on the job. The city, in its sole discretion, reserves the right to determine if reasonable suspicion exists. Examples include, but are not limited to, strange or erratic behavior, non-typical work performance, or appearance including detectable odors or speech of the volunteer. The city may determine reasonable suspicion exists if a volunteer sustains or is involved in an on-the-job injury or accident requiring medical attention, beyond first aid, or which results in property damage.

Any provisions of this policy regarding testing are subject to applicable federal, state, and local laws or regulations. Information received through the city's drug and alcohol testing program will be treated as confidential, consistent with these laws and/or regulations. Individuals taking a drug and/or alcohol test must sign a consent form for the test that allows release of the test results to the city. Volunteers who refuse to sign a consent form will be subject to immediate suspension and/or termination of the volunteer assignment.

A signed Authorization/Consent Form will be obtained from the volunteer prior to testing.

Post-Accident

A volunteer who is involved in a work-related accident or incident that results in bodily injury to themselves or others, or that results in significant property damage, or a motor vehicle citation, is subject to immediate testing for the detection of drugs or alcohol. The city will decide, in its sole discretion, whether the property damage is considered "significant."

The city may also elect not to require post-accident testing if it determines that the volunteer's action or inaction was clearly not a factor causing the accident or injury.

If a volunteer is injured due to the accident or incident, the city's first concern is appropriate medical treatment for the volunteer. However, the volunteer is required to authorize testing as part of their medical treatment and is also required to authorize the release of appropriate records to enable the city to determine whether drugs or alcohol were present in the volunteer's system, in violation of city policy.

A signed Authorization/Consent Form will be obtained from the volunteer prior to testing.

Random

All volunteers working in safety sensitive positions and all volunteers holding job-related CDL licenses are subject to random drug and alcohol testing under state and federal regulations such as DOT/FMCS testing.

Safeguards

Testing is done by city designated laboratories licensed by the State of Oregon (or otherwise meeting Oregon's testing standards), in accordance with standards disseminated by the National Institute of Drug Abuse, and Department of Transportation. When applicable, medication use is screened by a Medical Review Officer (MRO) and lawful medication used consistently with a prescription is reported as a negative test. All positive test results are confirmed using a confirmatory testing method approved by law.

Test results and other information concerning drug and alcohol investigations are treated confidentially and released only when there is a legitimate business reason, or as otherwise required by law.

Volunteers should have no expectation of privacy in any items placed in or on city owned property, equipment, or vehicles.

Inspections and/or Searches of City Premises and Property

The city reserves the right to inspect and/or search all city property (including, equipment and furniture, such as lockers, desks, and cabinets), and city owned vehicles.

When reasonable cause exists to believe an volunteer possesses alcohol or a controlled substance (under state or federal law) on city property, fails to take reasonable steps to ensure their privacy, or has otherwise violated provisions of this rule regarding possession, sale, or use of controlled substances or alcohol, the city may search the volunteer's possessions located on city property, including, but not limited to, lockers, lunchbox, backpacks, and purses, for alcohol, controlled substances or illegal drugs (under state or federal law), or as deemed necessary by the city for safety reasons. Volunteers should have no expectation of privacy in any items placed in city owned property, equipment, or vehicles.

Refusal to consent to such inspection or other refusal to cooperate in any investigation is in violation of this policy and may result in disciplinary action up to and including immediate discharge.

Volunteer Refusal to Test/Search

A volunteer who refuses to consent to a test or a search when there is reasonable cause to suspect that the volunteer has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

A volunteer who refuses to cooperate with any and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the volunteer being tested.

Consequences

Any volunteer who engages in prohibited conduct, who tests positive for or is found to have any detectable amounts of alcohol or any illegal drug, is in violation of this policy.

Any volunteer found to be in violation of this policy, or who refuses to submit to testing as required, or who refuses to cooperate, or attempts to subvert the testing process (including tampering with or adulterating a sample) will be subject to disciplinary action, up to and including immediate termination of the volunteer assignment.

The city also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state, federal or local law.

Drug/Alcohol Abuse Arrests

If you are arrested for illegal drug activity or alcohol abuse off-the-job, including driving under the influence, you must report such arrests to Human Resources within five days of the arrest.

In deciding what action might be taken, the city will consider the nature of the charges, your job, and length of service to determine whether the arrest could jeopardize the safety of other volunteers or the public. The city may also consider your record with the city, any ethics violation, and other factors relative to the impact that your arrest has upon the conduct of city business and/or its reputation or upon your ability to successfully perform your job duties.

Any member of management, who is aware of a volunteer's drug or alcohol related arrest, must immediately report it to Human Resources. Failure to report this information may result in disciplinary action, up to and including, termination of the volunteer assignment.

Drug Convictions

In compliance with this policy, if you are convicted of violating any criminal drug law on or off duty, you must report the conviction to Human Resources within five (5) calendar days of the conviction. A protective services volunteer (Fire or Police) must notify his or her supervisor before reporting for duty. Once notified of any conviction, the city will take appropriate disciplinary action against the volunteer up to and including termination; or require such volunteer to satisfactorily participate in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Any member of management who is aware of a volunteer's drug or alcohol related conviction must immediately report it to Human Resources. Failure to report this information may result in disciplinary action, up to and including, termination of the volunteer assignment.

The city reserves the right to deal with each case under this policy in its discretion in light of the specific circumstances involved, including but not limited to the conduct at issue and whether a volunteer should be given the opportunity to participate in a drug or alcohol program. Such a decision will be based partly on the circumstances of the volunteer; the manner the city obtained the information; and the seriousness and frequency of other city policy violations.

Confidentiality

All information from a volunteer's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or organization is prohibited unless written authorization is obtained from the volunteer.

Definitions

For purposes of this policy, the following definitions apply:

Controlled substance means all controlled substances, other than a legal prescription or nonprescription medication, that (1) may affect a volunteer's ability to work safely and effectively; (2) is defined as a "controlled substance" under the federal Controlled Substances Act and designer drugs not approved for use by the U.S. Food and Drug Administration; or (3) is otherwise prohibited or restricted by state or federal law. Controlled substances include but are not limited to: narcotics, hallucinogens, stimulants, sedatives, marijuana, and prescription drugs that are not medically authorized or that are used inconsistently with the prescription.

Over-the counter drugs are those which are generally available without a prescription from a medical doctor, approved for use by the U.S. Food and Drug Administration, and are limited to those drugs which are capable of impairing the judgment of a volunteer to safely perform his or her duties.

Prescription drugs are defined as those drugs which are used in the course of medical treatment, ingested during a period as prescribed by the doctor, and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

City premises include all city property (including rest rooms), facilities, parking lots, garages, workplaces, storage structures, and city-owned equipment and vehicles.

Safety-Sensitive positions –Random Testing. When deciding whether a specific position is "safety-sensitive," the city evaluates, among other factors, the likelihood of a threat to the volunteer or others posed by a potential drug-induced mistake or failure in the performance of the position's duties.

Under the influence is defined as having any detectible levels of alcohol or illegal drugs (under state or federal law) in a volunteer's body, or any noticeable or perceptible impairment of the volunteer's mental or physical faculties.

Reasonable Cause exists when sufficient facts and circumstances exist that would lead a reasonable person to believe that the policy has been violated. Reasonable cause includes, but is not limited to, volunteer admissions and/or comments about drug or alcohol use in violation of this policy.

Smoke-Free Workplace Policy

The city is committed to providing a safe and healthy workplace and to promoting the health and well-being of its volunteers. As such, the following policy has been adopted and applies to all volunteers of the city.

The city provides a tobacco-free environment for all volunteers and visitors.

For purposes of this policy, “tobacco” includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars, vaping, and e-cigarettes), and the use of oral tobacco products or “chew/spit” tobacco.

This policy applies to volunteers, volunteers, and any visitors to City of Newport property, vehicles or facilities/buildings.

“Vaping” refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

The city buildings and vehicles are tobacco-free areas. Tobacco use is prohibited during working hours. Further, the city prohibits tobacco use in or around City of Newport vehicles and equipment or machinery.

If you wish to smoke, you must do so outside of City of Newport’s facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of all building entrances, exits, and other openings, including second-story windows, and accessibility ramps that lead to and from an entrance or exit, windows and air-intake vents.

Smoking means any inhaling, exhaling, burning, vaporization, or carrying of any lighted pipe, cigar, cigarette, e-cigarettes, or similar product containing tobacco, nicotine, cannabis, illegal drug, or any similar substance. “Smoking” also includes discarding of any tobacco, nicotine, cannabis, or illegal drug product or residue, such as cigarette or cigar butts, ashes, spit containing tobacco or drug residue, or other similar discarded product or residue.

Prohibition on smoking and drug use in or near certain city buildings:

In addition to the prohibitions on smoking provided by state law, smoking, and drug use is also prohibited anywhere on the following properties:

- A. The Newport Public Library
- B. City Hall
- C. The Recreation Center, Aquatic Center, 60+ Center, and within the boundaries of **all** City of Newport parks, excluding parking areas per Municipal code chapter 9.20.005

Exceptions

The prohibition on smoking does not apply to smoking within a personal vehicle in a driveway or parking lot, but does apply to discarding smoking materials such as cigarette butts onto the listed properties.

This policy is intended to comply with the requirements of Oregon’s Smoke free Workplace Law ORS 433.835 through 433.850.

Volunteers who violate this policy will be subject to disciplinary action up to and including immediate termination of volunteer service.

Workplace Violence and Security Policy

It is the intent of the City of Newport to provide a safe workplace for volunteers and to provide a comfortable and secure atmosphere for citizens and others with whom we do business. A work environment that is safe and comfortable enhances volunteer satisfaction as well as productivity. The city has zero tolerance for violent acts or threats of violence. This policy applies to city volunteers, citizens, guests, customers, vendors, and any persons doing business with the city.

Conduct and Responsibility

City volunteers share the responsibility in identification and alleviation of threatening or violent behaviors. The city expects all volunteers to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any volunteer or city property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any volunteer who commits, or threatens to commit, a violent act against any person while on city premises, will be subject to immediate discharge.

Violations

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include, but are not limited to:

Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or e-mail).

Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.

Any other conduct or acts that the City Manager believes represent an imminent or potential danger to work place safety or security.

Reports and Investigation

Any volunteer who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or any member of management. Volunteers should call 9-1-1 in emergency situations.

Any threat reported to a member of management should be immediately brought to the attention of Human Resources and/or the City Manager. All reports will be carefully investigated by the city, and volunteer confidentiality will be maintained to the fullest extent possible.

Where such actions involve non-volunteers, the city will take action appropriate for the circumstances. Where appropriate and/or necessary, the city will also take whatever legal actions are available and necessary to stop the conduct and protect city volunteers and property.

The City of Newport may investigate a current volunteer where the volunteer's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. A volunteer investigation may include investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems, computer systems, or any other property provided by the city.

Weapon-Free Workplace Policy

Volunteers, with the exception of sworn police officers, and personnel conducting authorized wildlife mitigation efforts at the airport, are prohibited from carrying or bringing any weapon to their work site or any other location the volunteer may be required to be during the workday. This prohibition also applies to any volunteer who is licensed to carry a firearm or weapon.

For purposes of this policy, "weapon means any firearm (whether loaded or unloaded, from which a shot may be discharged including but not limited to pistol, revolver, shotgun, rifle, bb gun), any knife (including switchblade knife, gravity knife, or any knife with a blade longer than three inches), or any device such as a billy, blackjack, bludgeon, metal knuckles, bow and arrow, or electronic stunning device. This is not a complete list.

Any volunteer who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification from the Police Chief to ensure he or she is not in violation of this policy.

The city reserves the right to conduct workplace searches and investigations at its discretion and in a manner considered appropriate to the circumstances.

A violation of this policy is a serious infraction of the work rules, and may result in discipline up to and including termination.

Mandatory Reporter Policy

All volunteers of the city are considered mandatory reporters of child and elder abuse under Oregon law.

Child Abuse

A child is any unmarried person under 18 years of age.

According to Oregon Revised Statute 419B.010, "Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report to be made."

It is important to understand that the child abuse reporting obligation is a personal obligation that goes beyond the workplace. This means that you are a mandatory child abuse reporter 24/7. You are required to report suspected child abuse anytime, anywhere. In other words, whether you learn of suspected abuse or a suspected abuser while at work, while coaching your child's soccer team, or when shopping for groceries on the weekend, your reporting obligation is the same.

DHS or law enforcement will keep your identity confidential unless ordered by a court to disclose the information. (ORS 419B.015)

You need only provide information you have available or that you believe is credible. You should not investigate to obtain missing information. If known, helpful information to provide includes:

- name and age of the child
- nature and extent of abuse, including evidence of previous abuse
- explanation given for the abuse
- names and addresses of the child's parents or others responsible for the child's care.
- other helpful information to establish the cause of the abuse or the identity of the perpetrator

Report suspected abuse of anyone who is a child at the time of the report.

If you reasonably believe that a person with whom you have come into contact abused a child in the past, you should still report if you believe there is a danger of future harm against another child.

You must report any time you have "reasonable cause" to believe a child was abused. You don't have to be sure, or have proof. Your report will allow a trained professional to make an assessment. If you have questions about whether to report, please contact your local DHS office; they will assist you in making that determination.

Report child abuse to a local office of the Department of Human Services (DHS) (Lincoln County DHS -1-800-303-4643) or a local police department (Newport Police Dispatch - 541-265-4231), county sheriff, county juvenile department, or Oregon State Police.

You may also call 1-855-503-SAFE (7233). This toll-free number allows you to report abuse or neglect of any child or adult to the Oregon Department of Human Services.

If a child is in immediate danger of harm, call 911.

Elder Abuse

Volunteers who come in contact with an elderly or developmentally disabled adult they suspect has been abused or neglected must report to DHS or law enforcement. This includes when a volunteer has suspicion that an elderly person (or an adult with disabilities) has been financially exploited.

If you suspect abuse, neglect, or financial exploitation of an elderly person or an adult with physical disabilities, report abuse or neglect to the Department of Human Services office in your area.

If you suspect abuse, neglect, or financial exploitation of an adult with developmental disabilities report abuse or neglect to your county developmental disability program.

If you suspect abuse, neglect, or financial exploitation of an adult with mental illness report abuse to your county mental health program.

You may also call 1-855-503-SAFE (7233). This toll-free number allows you to report abuse or neglect of any child or adult to the Oregon Department of Human Services.

Definition of Abuse

Child Abuse

Below is a summary of what is generally considered abuse. The complete legal definition (ORS 491B.005) may be viewed online.

Physical injury, caused by other than accidental means, including an injury that appears to be at variance with the explanation given for the injury.

Mental injury, which includes only observable and substantial mental impairment caused by cruelty, with due regard to the culture of the child.

Sexual abuse, including rape, sodomy, unlawful sexual penetration, or incest.

Exploitation, including prostitution, the sexual delinquency of a minor, or any conduct that allows or encourages a child to perform sexual acts for observation, photographing, filming, etc.

Neglect, including failure to provide adequate food, clothing, shelter, or medical care that is likely to endanger the child's health or welfare.

Threatened harm, meaning subjecting a child to a substantial risk of harm to the child's health or safety, including exposing a child to the manufacture of methamphetamines, or to any controlled substance that subjects a child to a substantial risk of harm.

Buying or selling a person under 18 years of age.

"Abuse" does not include reasonable discipline, unless the discipline results in one of the conditions described above.

Elder and Vulnerable Adult Abuse

Adult abuse is the abuse of any adult aged 65 and over and adults under the age of 65 with developmental or physical disabilities, or mental illness. Abuse can happen anywhere and is not limited to a person's own home or the home of family or friends. It can also occur in a professional care setting such as a nursing facility, a residential care facility, an assisted living facility, an adult foster home, a retirement home, or a room-and-board home.

Types of abuse can include:

- Physical harm or injury
- Failure to provide basic care
- Abandonment by the caregiver
- Verbal/emotional abuse

- Financial exploitation
- Unwanted sexual contact
- Involuntary seclusion
- Wrongful restraint
- Self-neglect

Failure to make a mandatory report under this Policy may result in disciplinary action, up to and including, termination of the volunteer assignment.

Acknowledgement

Volunteers must sign an acknowledgement of their mandated reporter obligations. The acknowledgement will be kept in the volunteer's file.

Concussion Training Policy (Required for all Sports Volunteers)

Summary of the Law

Senate Bill 721 - Jenna's Law became effective on January 1, 2014. The law affects all sports league coaches (including managers), league governing bodies, non- school athletic teams (which are teams with persons under age 18, and not affiliated with a public school in Oregon), referee governing bodies, and referees that are affiliated with, or otherwise sponsored or organized by, a nonprofit corporation established by ORS Chapter 65.

Jenna's Law expands the provisions of a 2009 bill called "Max's Law" (ORS 336.485) that requires public school coaches and referees to protect student athletes from brain injury. This new law, SB 721, adds coaches and referees of club and recreational teams to those that must receive yearly training on concussions, must keep athletes with signs of concussion out of competition for a day, and must facilitate medical screening of that athlete.

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head. Concussions may range from mild to severe and may disrupt the way the brain normally works.

The Oregon law requires that athletes, and at least one parent or legal guardian, be provided with guidelines and materials to inform and educate them about the symptoms and warning signs of a concussion.

In the event of a concussion, or suspected concussion, the law imposes three requirements:

1. Educate Coaches, Parents, and Athletes: Inform and educate coaches, athletes, and their parents and guardians about concussion through training and a concussion information sheet.
2. Remove Athlete from Play: An athlete who is believed to have a concussion must be immediately removed from play.

3. Obtain Permission to Return to Play: An athlete can return to play or practice only after at least 24 hours from the time of the suspected concussion, and with a written release from a health care professional.

Policy

It is the policy of the City of Newport to comply with requirements of the Senate Bill 721.

This policy applies to ALL city volunteers, coaches, volunteers, independent contractors, managers and referees involved with non-school athletic teams, regardless of their age and/or status. These individuals are required to complete the annual concussion training. The trainings are designed to comply with current legislation concerning concussions in players under the age of 18 participating in non-school sports activities.

Concussion guidelines and materials must be provided each year of participation. At least one parent or legal guardian of all persons under 18 years of age participating in any of the city's sports program must acknowledge the receipt of such concussion guidelines and materials, and confirm their review of those guidelines and materials. If the person participating in any of the city's sports program is 12 years of age or older, the participating athlete themselves must acknowledge the receipt of the guidelines and materials.

All volunteers with jobs that require them to be involved with non-school athletic teams will receive concussion training via the online training system. The training will be required to be completed on the first day of the volunteer assignment. during New Volunteer Orientation (NEO). All training will be tracked via the online training system.

Non-volunteers, such as coaches, volunteers, and independent contractors that are involved with non-school athletic teams may receive concussion training via classroom setting.

Requirements

The city shall hold an informational meeting prior to the beginning of any sport season for each non-school athletic team regarding the symptoms and warning signs of a concussion.

A coach must not allow a member of a non-school athletic team to participate in any athletic event or training on the same day that the member:

- Exhibits signs, symptoms, or behaviors consistent with a concussion, following an observed or suspected blow to the head or body; or
- Has been diagnosed by a health care professional with a concussion.

A coach may not allow a member of a non-school athletic team who is prohibited from participating in an athletic event or training due to signs, symptoms, or behavior, or a diagnosis of a concussion, to participate in an athletic event or training no sooner than the day after the member experienced a blow to the head or body, **and only after the member:**

- No longer exhibits signs, symptoms or behaviors consistent with a concussion; and
- Receives a written medical release from a health care professional. The city has developed guidelines and other relevant materials, and shall make available those guidelines and materials to:
 - Inform and educate persons under 18 years of age desiring to be a member on a non-school athletic team, and;
 - The parents and/or legal guardians of the persons, and the coaches, about the symptoms and warning signs of a concussion.

Prior to a person, less than 18 years of age, participating as a member on a non-school athletic team, and annually thereafter, at least one parent or legal guardian of the person must acknowledge in writing the receipt of the guidelines and materials, and review those guidelines and materials. If the person is 12 years of age or older, the person themselves must acknowledge in writing receipt of the guidelines and materials.

Department Heads and supervisors in the Parks and Recreation Department are responsible for the following:

- Ensure the timely training of volunteers, volunteers, coaches, referees, and Independent Contractors.
- Ensure that the appropriate informational materials are being reviewed by parents, athletics, and coaches.
- Ensure that staff understands the Concussion Protocol steps outlined in the flowchart.
- Follow-up on any non-compliance issues.

Definitions

"Coach" means a person who volunteers, or is paid to instruct or train members of a non-school athletic team.

"League governing body" means a governing body that:

- Oversees an association of non-school athletic teams that provide instruction or training to team members that may compete with each other; and
- Is affiliated with, or otherwise sponsored or organized by, a nonprofit corporation as provided by ORS Chapter 65.

"Non-school athletic team" means an athletic team that includes members that are under 18 years of age, and that is not affiliated with a public school in Oregon.

"Referee" means a person that volunteers, or is paid to act as a referee, as an umpire, or in a similar supervisory position, for events involving non-school athletic teams.

"Referee governing body" means a governing body that:

- Trains and certifies individuals to serve as referees for non-school athletic team events; and
- Is affiliated with, or otherwise sponsored or organized by, a nonprofit corporation established as provided by ORS chapter 65.

"Health Care Professional" means a physician (MD), physician's assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner (NP) licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon State Board Q of Psychologist Examiners.

Acknowledgement

Volunteers must sign an acknowledgement of their Concussion Training obligations. The acknowledgement will be kept in the volunteer's file.

Safety Policy

The City of Newport is committed to providing our volunteers with a safe and healthy work environment. To accomplish this goal, all volunteers must diligently undertake efforts to promote safety. Safety is everybody's responsibility! The City of Newport, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. A copy of the manual is available in each department and is accessible to all city volunteers on request. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe.

The city will educate volunteers as to hazards of the workplace and train volunteers as to such hazards and the proper and safe method to perform job tasks. Volunteers are expected to give your full-time skill and attention to the performance of your job responsibilities utilizing the highest standard of care and good judgment. Volunteers are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to your job, and follow the directions of warning signs or signals and/or directions of supervisory personnel. Safety rules and regulations may be issued or modified from time to time; notice of these changes typically is communicated via e-mail.

Vehicle Policy

Volunteers may be cleared to drive as part of their volunteer work. The volunteer must complete and submit an approved driving record release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for the City of Newport. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the City of Newport.

Volunteers operating public vehicles must have an acceptable driving record that meets the city's requirements for acceptable driving (or as outlined in the City of Newport's Vehicle Policy, Minimum Driving Qualifications and Driving while on City Business). Accidents must be reported immediately to the City Recorder and an Accident/Incident

Report Form should be completed as soon as possible. A DMV Accident form must also be completed and forwarded to the City Recorder.

Volunteers who drive personal vehicles are required to provide proof of insurance that meets statutory requirements* or the City of Newport's vehicle policy, whichever is higher.

- The owner of the personal vehicle's auto liability insurance is the primary payer. The city's insurance is secondary to private coverage.
- Proof of current coverage must be provided each renewal by a copy of the vehicle owner's policy declaration page or certificate of insurance.

*Oregon statutory requirements (ORS 806.010): \$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to others property.

Workers' Compensation Policy

Volunteers will be insured under the provisions of the Workers' Compensation Program for "accepted" injuries and illnesses received while performing work for the City of Newport. The city uses an external claims adjuster to process volunteer claims, and to determine the compensability of a claim.

Ending Your Volunteer Assignment

If you need to end your volunteer relationship with the City, please tell your supervisor. Advance notice is appreciated. All City property, such as keys, etc. must be returned at that time the assignment ends. If desired, any volunteer may request an official copy of his/her volunteer hours. The City of Newport accepts the services of all volunteers with the understanding that such service is at the sole discretion of the City. At any time and for whatever reason, the City of Newport may end a volunteer relationship.

Thank You

Thank you for contributing your time, talent and resources as a volunteer to make the City of Newport the place in which we all want to work, live, play and raise children. It is our vision to make Newport the City you never want to leave.

Your state of mind, attitudes, and morale affect the quality of the work you produce. You make a significant difference to the City. We appreciate your willingness to volunteer with the City of Newport.

We hope you will enjoy your experience as a volunteer. As you learn your volunteer duties, feel free to ask questions. Our staff is happy to help you.

It is your commitment and that of volunteers like you that allows the City of Newport to most effectively serve our community needs. If you have questions about the information in this handbook, please ask your supervisor or feel free to call Human Resources at 541-574-0605.



VOLUNTEER PROGRAM
VOLUNTEER ACKNOWLEDGEMENT AND AGREEMENT

I, _____, have read and understand the procedures outlined in the Volunteer Handbook and agree to abide by these rules while volunteering at the City of Newport.

I further acknowledge and agree that while volunteering for the City of Newport I will not be an agent or volunteer of the City, will not be entitled to any wages or compensation of any sort, and will not be covered by the City's volunteer benefits.

Further, nothing in the Volunteer Handbook shall be construed to create an employment relationship of any nature whatsoever.

By signing this agreement, I acknowledge that I have received a copy of this City of Newport Volunteer Handbook. I understand that the handbook may be amended at any time.

I acknowledge that it is my responsibility to become and remain informed about the City's volunteer guidelines, policies, and procedures of the City, and to abide by them, including those contained in this handbook.

Finally, I acknowledge that my participation in the Volunteer Program is a privilege, even though it is voluntary; and I understand that either the City or I may end my program participation at any time and without cause.

Volunteer Name: _____

Volunteer Signature: _____

Date: _____