



VOLUNTEER CONDUCT/BEHAVIOR EXPECTATIONS POLICY ACKNOWLEDGEMENTS

The mission of the Stanislaus County Human Resources Unit is to create an environment that cultivates, attracts, and retains an outstanding workforce. The County also needs to keep our volunteers educated, informed, and up to date regarding what conduct and behavior is expected and anticipated. Presently, the County has over 4,000 employees who work in hundreds of different job classifications and are covered by rules and policies in the form of County Ordinances; Resolutions of the Board of Supervisors; Memorandum of Understanding with employee bargaining units; and County administrative rules, regulations and policies. The Human Resource Unit appreciates the skills of our volunteers and understands that your contributions allow County departments to provide additional services to our customers.

Stanislaus County has a new Personnel Manual dated June 2004 that clearly defines behavior expectations for employees as well as volunteers. Many of these policies were specifically designed to protect you, keep you safe and ensure your well being. As a condition of being a volunteer, you are responsible for reading and understanding the policies listed in the chart below. **After you have read each policy, please put your initials in the far right column to confirm your understanding.** These policies and/or ordinances can be obtained in several ways. These methods include but are not limited to:

- The Personnel Manual located in each department;
- The Personnel Manual on-line at www.co.stanislaus.ca.us under Working for the County; and/or
- By contacting the Chief Executive Office at 209-525-6333.

Policy/Ordinance	Location	Page Number	Initials
Smoking in County Facilities	Tab 16	Page 3	
Smoking in County Vehicles	Tab 16	Page 3	
Code of Ethics	Tab 16	Page 4	
Internet and E-Mail Policy	Tab 16	Pages 9-11	
Harassment Policy	Tab 16	Pages 16-19	
Health Insurance Portability and Accountability Act—HIPAA	Tab 16	Page 20	
Information Technology Security Policy—End User Policy	Tab 16	Pages 26-30	
Use of County Vehicles, Aircraft and Other Transportation Equipment	Tab 16	Page 31	
Promotion of Religious Beliefs by Employees on the Job	Tab 16	Page 32	
Drug Free Workplace Policy	Tab 08	Pages 1-7	
Security and Violence in the Workplace	Tab 18	Pages 4-27	

I certify that I have read, understand and agree to adhere to and follow the above referenced policies. I further understand that penalties for violations of any of these policies may include being released from my volunteer assignment.

PRINT FULL NAME (FIRST, MIDDLE INITIAL, LAST)	SIGNATURE:
AGENCY/DEPARTMENT	DATE SIGNED: