Volunteer Policies

Safe Work Environment
Harassment & Exploitation

- The Arc serves a diverse population and is dedicated to respecting diversity and providing a positive and accessible environment.
- The Arc does not condone harassment or exploitation on any level.
What is Harassment?

• Any behavior that **interferes** with an individual’s **work performance** or creates an **intimidating, hostile or offensive work environment**

• This might include harassment based on
  
  o Race, color, creed, religion, national origin, gender, sex, sexual orientation, disability, age, marital status or status regarding public assistance
Diversity and Conversations

- While diversity can be enriching, it can also lead to misunderstandings.
- It is best to refrain from talking about politics, religion, morality or personal appearance while at The Arc.
- The Arc’s expectation is that staff and volunteers treat each other with respect and dignity.
Safety Concerns

- If you see a potential security concern or safety risk, please let your supervisor or the Volunteer Development Manager know immediately.
- Do not put yourself in a position of handling safety and security issues.
Firearms

Volunteers are **not permitted** to carry or possess weapons or firearms while on the organization’s premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in any company business off The Arc’s premises.
Accidents & Injuries

• If you or another participant has an accident or injury while volunteering at or with The Arc, please report it to your supervisor as soon as possible.

• No accident or injury is too minor to report.

• If it is an emergency, call 911 first, then report the accident to your supervisor or the Volunteer Development Manager.
Alcohol & Drugs

- The Arc wants to maintain a safe environment and ensure everyone feels welcome.
- Volunteers must not be under the influence of alcohol while volunteering.
- The Arc also prohibits the unauthorized use, possession, distribution, dispensing and sale of controlled substances.
Tobacco

- All work areas and meeting/work spaces are **non-smoking**
  - This includes carrying a lighted cigar, cigarette, pipe or any other lighted smoking equipment
- Smoke in designated areas outside only
- Please use your best judgment