



## THE YELLOW DOG BRAND LIVESTOCK EVACUATION

A 501(c)3 Not-For-Profit Public Charity

*PROUDLY SERVING THE PACIFIC NORTHWEST*

May 29, 2022

Volunteer Policy -- POLNO-004

### **Volunteer Policy/Procedure/SOG's**

#### **Record Management**

The Volunteer Management Office maintains records on each volunteer throughout the organization. Records include dates of volunteer service, positions held, duties performed, evaluation of volunteer performance, training attended, and awards/recognitions received. Volunteer records, including application, reference checks and background checks are confidential. Volunteers are responsible for submitting and updating information contained in their files to the Board of YDBLE.

#### **Dress Code**

Volunteers are representatives of YDBLE and are responsible for presenting a positive image to constituents and the community. Volunteers will dress appropriately for the conditions and performance of their duties. Volunteers will dress in Class C uniform during deployment mobilizations, wildfire/evac operations, demobilization and public relations events (i.e., parades). Volunteers that serve in a capacity of a presenter, speaker or other face-to-face constituent contact will wear the YDBLE uniform. Individual volunteers will be informed of the dress standard for their duties at the time of assignment. Wildland PPE must be worn during evacuations, including web-gear if operations are out and away from a volunteer evac vehicle.

##### **Class C Uniform**

- YDBLE Navy Blue Shirt
- Navy/Green Forestry Pants (NFPA 1977)
- Black/Brown leather boots with matching belt (No steel toe, prefer composite)
- YDBLE Hat (If volunteer chooses to wear one)

#### **Training**

All volunteers must complete the required training put forth by the YDBLE board before going out on any evacuation deployments. Training certificates that are obtained by passing a course shall be copied and forwarded to the YDBLE board for documentation. Every year prior to wildland season there will be a required training/refresher of operations for evacuation and wildland firefighting basics.

#### **Waivers**

All volunteers prior to taking part of any YDBLE event/evac or associating with YDBLE shall fill out and complete a YDBLE volunteer waiver. YDBLE will keep a copy and so shall the volunteer.

## **Youth Volunteer and/or Service Learning**

Volunteers, under 18, must have written consent of a parent or guardian before volunteering. Students volunteering for service-learning credit hours for their school, must submit school name and contact information before volunteering.

## **Conduct**

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and YDBLE. The following are only some examples of inappropriate conduct which could lead to dismissal:

- Theft or inappropriate removal or possession of YDBLE's property or that of any YDBLE volunteer, staff, agent or visitor, including failing to cooperate fully in any YDBLE investigation.
- Altering YDBLE reports or records.
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment.
- Creating a disturbance on YDBLE premises, at sponsored activities or in areas which could jeopardize the safety of others.
- Improper use of YDBLE's property or property owned by any other individual or organization.
- Lack of cooperation, or other disrespectful conduct.
- Violation of YDBLE, federal, state, or local safety and health rules.
- Inappropriate use of telephones, computer equipment or systems, mail system, e-mail system, facsimile machines, or other YDBLE-owned equipment.
- Unauthorized disclosure of YDBLE proprietary or confidential information.
- Unsatisfactory performance or conduct.

## **Smoking**

YDBLE intends to provide a safe and healthy environment. Smoking in the workplace is prohibited except in outside locations specifically designated as smoking areas. For information regarding the location of smoking areas, consult with your supervisor.

## **Drug-Free Environment**

YDBLE provides a drug-free, healthy, and safe environment. While on YDBLE premises and while conducting YDBLE-related activities off YDBLE premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs, including marijuana of any kind. Occasionally, YDBLE may sponsor events where alcohol is served. In such situations, volunteers who consume alcohol are expected to act in a responsible manner. The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals in the workplace. Volunteers must advise their supervisor if they are taking any prescription or over-the-counter drug which could adversely affect safety or performance.

## **Safety**

YDBLE aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify his or her supervisor immediately. Volunteers should also complete an incident report and submit the report to the volunteer's supervisor. Volunteers should always practice safe driving and follow all laws of the road while driving in whichever state or AHJ. Volunteer must always wear the appropriate PPE for evacuations.

## **Sexual Harassment in the Workplace**

YDBLE is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. YDBLE encourages volunteers to bring any incidents of sexual harassment to the immediate attention of a direct supervisor, and the board.

## **Conflict of Interest**

YDBLE is judged, in large part, by the individual and collective performance of its volunteers. YDBLE must recognize the importance of a volunteer's duty to YDBLE, and to its members and supporters, to act in a manner that merits public trust and confidence. Each volunteer must act in all matters in a manner that will safeguard the reputation and integrity of YDBLE and will preserve and strengthen public confidence in YDBLE activities. Likewise, volunteers must refrain from engaging in any transaction in which personal interests' conflict, potentially conflict or appear to conflict with those of YDBLE. An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision that may result in a personal gain for yourself or for a relative as a result of YDBLE's business dealings. For the purposes of this policy, a relative is a person who is related by blood or marriage, or whose relationship with the volunteer is similar to that of persons who are related by blood or marriage. Participation in any activity prohibited by this Policy can result in the termination of volunteer service. Some conflict-of-interest situations are easily identifiable, whereas others are more subtle. Some of the more common situations pertaining to volunteers rise to the potential conflicts set out below. This list is illustrative only and should not be regarded as all-inclusive:

*Accepting Payment or Gifts:* No volunteer shall accept payment of any kind (including gifts, cash, discounts, concessions, services or other similar item or benefits) for services rendered as part of his or her volunteer service. This includes payment for speaking engagements or for participation in workshops or similar activities.

*Improper Influence:* Any volunteer, or close relative, should not, when acting on his or her own behalf or when acting on behalf of another person, business or organization, attempt to influence YDBLE's position on any issue, matter or transaction nor participate in any discussions pertaining to a related organization.

*Inside Information:* Inside information should not be used either for the purposes of gaining advantage for oneself, a close relative, or another organization or for any other purpose not specifically approved by YDBLE.

*Competing with YDBLE:* No volunteer shall prevent or hinder YDBLE from lawfully competing with others or divert business or personnel from YDBLE.

*Political Activities:* Volunteers are encouraged to take an active interest and to participate in the political and governmental process. However, except for registered lobbyists and others authorized to act on behalf of YDBLE, volunteers participating do so as individuals and not as representatives of YDBLE. To avoid any inference of support or sponsorship by YDBLE, a volunteer must never represent that his or her political donation, endorsement or other political activity was made or engaged in with the approval, or on behalf, of YDBLE. Likewise, volunteers must not engage in political activities during their volunteer service on behalf of YDBLE.

*The Making of Statements:* No volunteer shall use YDBLE stationery or any title of YDBLE or refer to YDBLE or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorized as a representative of YDBLE and to express an opinion on its behalf.