

Volunteer Policies

Safe Work Environment



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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
 - 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**



The Arc.

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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.



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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



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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