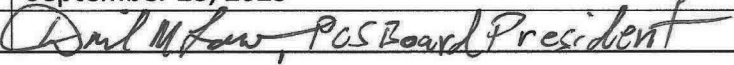


Title	Ethical Expectations for Volunteers
Revision Date	August 22, 2025
Revision Notes	Revision to remove the procedure portion, separate the conflict of interest into a stand-alone policy, and clarify the policy to include behavior of volunteers toward clients.
Board approved Date	September 23, 2025
Signed by:	 PCS Board President

Policy: ☐

This policy extends to volunteer behavior toward clients, the public, or any person encountered while representing Philomath Community Services (PCS). In addition, PCS volunteers are expected to follow any guidelines related to harassment that are provided by partner agencies such as Linn Benton Food Share.

A PCS volunteer is defined as anyone performing an unpaid activity on behalf of PCS or any of its programs. All volunteers are required to adhere to appropriate standards of conduct as outlined below.

ETHICAL STANDARDS

Ethical standards refer to behavior that includes lawfulness, integrity, and credibility. These standards are intended to ensure a safe and secure environment for all employees, volunteers and clients of PCS.

Expectations:

- Treat everyone associated with PCS impartially and with respect.
- Do not engage in, nor condone, any dishonest acts or exploitation of PCS volunteers or clients.
- Do not issue or disseminate any false or deliberately misleading information.
- Maintain high standards of personal conduct, avoiding any threatening, intimidating or offensive action with any person.

Conduct private business and personal activities in a manner that avoids any conflict of interest with PCS.

CODE OF CONDUCT \ HARASSMENT

It is the policy of PCS that all volunteers be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age, sexual orientation, gender identity, disability, marital status, source of income, disability, or veteran or active military status.

PCS will not permit retaliation, reprisal, or other adverse action against any person reporting discrimination or participating in an investigation of discrimination.

Definitions

Harassment

Harassment is the verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, marital status, source of income, disability, or veteran or active military status or that of his/her relatives, friends, or associates, and that:

- 1) Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- 2) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- 3) Otherwise adversely affects an individual's volunteer opportunities;

Harassing conduct includes, but is not limited to, the following:

- 1) Epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts to relate to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, marital status, source of income, disability, or veteran or active military status; or
- 2) Written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, sexual orientation, gender identity, or disability marital status, source of income, disability, or veteran or active military status and that is placed on walls, bulletin boards, computers or elsewhere on the PCS premises, or circulated in the workplace.

Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity commission has defined sexual harassment as follows: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's volunteer status; or
- 2) Submission to or rejection of such conduct by an individual is used as the basis for volunteering opportunity decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Prohibited sexual harassment may include, but is not limited to, sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another employee; sexually suggestive comments; inappropriate use of the organization's communications including e-mail and telephone; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexual slurs; negative sexual stereotyping.

This prohibition against harassment in any form also applies to off-duty; off-premises conduct if that conduct has an adverse effect on the volunteer's work environment at PCS. This includes interactions between clients, Board Members, Program Managers, and other volunteers.

Expectations and Reporting

Harassment as defined above will not be tolerated at PCS. If a volunteer believes he/she has been harassed, the incident should be immediately reported in accordance with the Staff Grievance Policy. If a victim of harassment does not report it but informs another volunteer, that volunteer should encourage the individual to report the incident. If the victim refuses, then the person who now has knowledge of the harassment is obligated to report it for the benefit of the victim and the integrity of PCS. Additionally, anyone with credible knowledge of harassment and believes it has not been properly reported has a duty to notify PCS, in accordance with the Staff Grievance Policy.

PCS will investigate claims fairly and will maintain confidentiality, consistent with the need to conduct an adequate investigation. Prompt corrective action will be taken in response to any verified incident of harassment or retaliation.

Harassment claims that a volunteer knows are false or made with the intent of revenge or to otherwise cause harm to another volunteer will not be tolerated.

CONFIDENTIALITY AND PRIVACY

Maintaining PCS client and volunteer confidentiality is an essential component for trust and respect.

Expectations

- You should not take photographs, videos, or obtain testimonials from clients or other volunteers without their expressed consent and prior approval from your direct manager or the Executive Director.
- You must not discuss personal information about clients or other volunteers in public places.
- You must not engage in malicious gossip about clients or other volunteers, either privately or publicly.

- Discussion of a clients' personal circumstances should be conducted only on a 'need to know' basis. Examples include:
 - PCS internal discussions relevant to assisting or working with a client or volunteer, or engagement with:
 - Social service agencies
 - Government regulatory agencies
 - Other non-profits doing business with PCS
 - Law enforcement
 - Legal proceedings
 - Situations where a client or volunteer is a threat to self or others

By signing this document, I acknowledge I have read and understand the policy and agree to adhere to it. Failure to adhere to this policy may result in disciplinary action.

Name _____

Signature _____

Date _____