



Volunteer Code of Conduct

Oregon Department of Fish and Wildlife

Welcome to the ODFW Volunteer Team

The Oregon Department of Fish and Wildlife's mission is to protect and enhance Oregon's fish and wildlife and their habitats for use and enjoyment by present and future generations. As a department volunteer, you play an important role in supporting that mission.

Because many types of volunteer activities include working with the public, volunteers frequently serve as informal ambassadors for ODFW. To ensure that you enjoy a rewarding volunteer experience and that you understand the expectations of you as you participate in ODFW activities, the department has developed a Volunteer Code of Conduct. Please read this Code and be sure you understand these expectations.

ODFW appreciates and thanks you for your willingness to volunteer your time and resources on projects that support the department's mission. Thank you, and we hope you enjoy your volunteer experience.

Volunteer Code of Conduct

- Volunteers will obey all laws of the United States, state and local jurisdiction in which they are working.
- Volunteers will obey Oregon's ethics laws (found in ORS 244.040) as they relate to volunteers. Volunteers cannot use their relationship or volunteer position with ODFW to solicit or receive special benefits, financial gain or use of byproducts such as salmon eggs for themselves, family or friends. Such benefits include gifts from sources that might reasonably be expected to have a legislative or administrative interest in ODFW or promises of employment.
- Volunteers will accept responsibility for sound stewardship of Oregon's fish and wildlife resources. Volunteers will not use information gained while participating in ODFW projects to their own advantage, if the information is otherwise unavailable to the general public or confidential in nature. This includes information such as recent herd composition surveys or fish releases. On the other hand, using non-specific information gained over time, such as familiarity with the habits and locations of fish or game, is acceptable. Volunteers should share non-specific information with the public as part of good customer service.
- Volunteers will be respectful, courteous and considerate toward the public, other volunteers, contractors and ODFW employees. Volunteers will use words and gestures that respect the dignity and rights of all people. Volunteers will maintain a harassment- and violence-free workplace environment. Volunteers will not engage in profanity, racial or ethnic slurs, physical force, threats, or intimidation toward the public, other volunteers, contractors, ODFW employees, or the family members of any of these individuals. Volunteers are expected to read ODFW's Discrimination and Harassment Free Workplace policy, located at: www.dfw.state.or.us/hr/policies/450_10_Discrimination_and_Harassment_Free_Workplace.pdf.
- Volunteers will remain pleasant even if a member of the public becomes upset or emotionally charged. Volunteers will explain their volunteer status and direct the person to their ODFW supervisor. Volunteers who believe a person could become hostile or dangerous should immediately leave the area and notify their ODFW supervisor or a law enforcement officer, if appropriate.

- Volunteers who do not know the answer to a question posed by a member of the public will direct that person to their ODFW supervisor or the nearest ODFW office. Incorrect answers to questions involving hunting or fishing regulations or many other subjects could have negative legal consequences for members of the public.
- Volunteers will not use state facilities, postage, long distance telephone lines, supplies, equipment (e.g., copiers, fax machines, cell phones, pagers, computers, PDAs, tools, machinery, materials, shop supplies and vehicles), Internet and electronic mail access, or any electronic devices connected to ODFW systems for personal use, unless specifically authorized to do so by their ODFW supervisor.
- Volunteers will support ODFW's drug-free and alcohol-free workplace, and agree to the agency's zero-tolerance policy for any violation.
- Volunteers will not smoke tobacco products in ODFW vehicles, facilities designated as smoke-free, or anywhere else smoking has been prohibited.
- Volunteers will remove or borrow property from ODFW only for official business and when specifically authorized to do so by an ODFW manager.
- Volunteers who operate state vehicles and/or personal vehicles used during volunteer activities will maintain a valid driver license and an acceptable driving record.
- Volunteers will promptly report to their ODFW supervisor any illegal acts or violations of ODFW rules, policies or regulations.
- Volunteers will be truthful in giving any report, testimony or official statement about actions that relate to their volunteer activities.
- Volunteers will report for assignments at the time and place requested by their ODFW supervisor and will be capable of performing the duties required for the scheduled project.
- Volunteers will maintain a professional demeanor. Volunteers who wear ODFW uniforms should keep their clothing clean and in good condition. If uniforms become torn, stained or otherwise unprofessional in appearance, volunteers should ask their ODFW supervisor for a new uniform.

Thank you for volunteering your support to ODFW

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