

Southern Oregon Historical Society Policies for Volunteers & Contractors

9/29/2015

Welcome!

Whether you are a new volunteer or have been hired to work on contract for the Southern Oregon Historical Society, we want you to know that we are pleased to have you as part of our team.

Since SOHS was organized in 1946 it has focused on collecting, preserving and sharing the common heritage of our region.

We are committed to providing the best service possible to our visitors and to professionals who depend on our programs and collections to share the history of Southern Oregon. As a volunteer or contractor with SOHS, you are a key ingredient in making that commitment a reality.

POLICIES

Equal Opportunity & Harassment

Please note: It is our policy to provide equal opportunity to all qualified persons regardless of race, creed, color, religion, gender, age, national origin, sexual orientation, citizenship, disability, marital status, military status, or any other protected status as set out in Oregon and federal law.

It is also our policy that all volunteers and contractors have a right to work in an environment where the dignity of each person is respected. For that reason, we expect all volunteers and contractors to act in a business-like manner with concern for the well being of other SOHS workers and volunteers. Harassment of any kind is not permitted. Specifically forbidden is harassment of a sexual, racial, ethnic or religious nature. This includes unwelcome sexual advances, innuendoes, and other verbal or physical conduct of a sexual nature, which have the purpose or effect of creating an offensive work environment. Actions such as words, gestures, physical contact or the display of books or pictures which carry a sexual, religious, racial or ethnic message maybe be viewed as harassment.

Volunteers and contractors subjected to any type of harassment should tell their supervisor or the Executive Director at once.

Open Door Policy

The goal of SOHS is to provide an environment that stresses mutual understanding and open communication. Volunteers and contractors are encouraged to talk to their supervisor and/or the Executive Director if they have a suggestion, comment, question or problem.

STANDARDS OF CONDUCT

Rules for use of Library documents and artifacts

Pencils only – no pens in vicinity of library materials

Clean hands – no hand lotion, etc.

Gloves – use with photos with no protective sheet, but not with documents

No scotch tape or Post-it notes on or near artifacts

No metal paper clips or staples on artifacts

Photocopies are generally not taken of older newspapers – see Library Manager

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Prohibited Conduct

A volunteer or contractor's personal conduct at SOHS reflects on the entire organization. We expect people who volunteer or work with SOHS to be courteous, respectful and professional.

The following are guidelines for common situations that may arise on SOHS property. Volunteers or contractors who engage in the following behaviors may be asked to leave and/or discontinue their involvement with SOHS:

1. Any type of dishonesty, including falsification of SOHS records, or giving false information.
2. Threatening, intimidating or fighting or engaging in horseplay on SOHS property.
3. Willful or negligent damage or destruction of the property of an employee, visitor, customer, volunteer or SOHS.
4. Possession of firearms, fireworks or explosives on SOHS property.
5. Carelessness or errors in handling SOHS funds, artifacts or property.
6. Unauthorized use of SOHS telephones, internet or other property.
7. Theft or unauthorized possession or removal of SOHS property.
8. Being rude, uncooperative or complaining in an unproductive manner when dealing with employees, supervisors, visitors, customers or volunteers.
9. Discriminatory behavior that is violative of federal or state employment law or a violation of the SOHS harassment policy.
10. Violation of or disregard for common safety practices or failure to report an accident or injury immediately.
11. Gambling on SOHS property.
12. Smoking within 10 feet of any SOHS buildings.
13. Violating any SOHS policy or practice.
14. Any other conducts, whether they occur at SOHS or elsewhere, which, in the view of SOHS, is sufficient to justify asking the volunteer or contractor to discontinue their relationship with SOHS.

Drugs and Alcohol

The following conduct by volunteers and contractors is prohibited on SOHS property:

1. Buying, selling, transporting, possessing, manufacturing, using or consuming alcoholic beverages, illegal drugs or prescription medication without a valid prescription for **personal use**, on any SOHS property, including SOHS vehicles. Volunteers/contractors, with approval by management, may be asked to purchase of alcohol for consumption at an SOHS event.

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2. Reporting to work or volunteer impaired or under the influence of alcohol, illegal drugs or prescription medication.

All illegal drugs or drug paraphernalia found in or on SOHS property will be released to a law enforcement agency.

Exception

There may be some occasions where the consumption of alcohol is compatible and consistent with SOHS business interests. An example would be a special event where alcohol is served. It is not a violation of the policy for volunteers or contractors to consume alcohol while on SOHS business in these circumstances. However, such consumption is never a business obligation. The volunteer/contractor should be extremely moderate in his or her alcohol consumption in such situations. Likewise, there may be some SOHS social functions (annual picnic or holiday party) or meetings where alcohol will be served. Alcohol will only be served with the prior approval of management in these situations.

Use of Tobacco Products

Smoking is only allowed in specially designated outdoor smoking areas as assigned by management. It is not allowed in SOHS vehicles, and in accordance with Oregon law, it is not allowed inside or within 10 feet of SOHS Buildings. Smokers are required to pick up the butts of their cigarettes and not leave them on the ground of any SOHS property. In addition, employees are not to chew tobacco or use other tobacco products while on SOHS property or in SOHS vehicles.

Personal Use of SOHS Phones

The telephones, both on-site and cellular, are to be used for business purposes. Any time a volunteer or contractor answers the telephone, he or she is to answer it with the SOHS business name. Personal phone calls by volunteers or contractors are discouraged.

Safety

It is the policy of SOHS to comply with all applicable federal and state work place safety laws, rules and regulations.

Injuries and Illnesses

Volunteers or contractors who experience injuries or illnesses related to their work on SOHS properties are asked to report them an SOHS employee immediately. **THIS IS ESSENTIAL.** Even though a work-related injury or illness might appear to be minor, it is important that it be reported in enough detail to make sure all the facts are known. If a volunteer or contractor is injured on SOHS property, he or she must complete and submit an accident-report form and cooperate with SOHS in its investigation.

SOHS Volunteers are covered by a blanket accident insurance policy. Volunteers are covered for up to \$5,000 within a 52 week period only while acting at the direction of and within the scope of volunteer duties for the Society. Written notice of claim must be obtained through the volunteer coordinator, or from the finance office.

Miscellaneous policies

- The Library will open only if a staff member plus at least one volunteer or other staff member is working. If no staff member is available, the Library may open if an experienced volunteer selected by staff is available. At least one employee or volunteer will be present in the public area of the Library during all open hours.

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- Volunteers who wish to work when the Library is closed to the public should arrange their schedules with staff.
- Library patrons are not generally permitted in the Library staff area. With approval from the Library Manager, Library volunteers who are doing personal research may access the staff area and library stacks
- Library volunteers and patrons may use the building's restrooms
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For more information or clarification of these policies, please contact your supervisor at SOHS. Thank you for your involvement and service to our organization.

Acknowledgement of SOHS Volunteer & Contractor Policies

I acknowledge that I have read the Southern Oregon Historical Society's Volunteer and Contractors Policy Guidelines.

Volunteer/Contractor's Printed Name

Supervisor

Volunteer/Contractor's Signature

Date

SOHS Representative

Date