

## **East Kingston Public Library Volunteer Code of Conduct**

### 1. Dress Code

Volunteers are identified as such through wearing of name badges, to include the volunteer's name and the word "Volunteer" provided by the East Kingston Public Library. The following attire is considered inappropriate: ragged, frayed or cut-off jeans with holes in them, bare midriffs, strappy tank tops, shorts and t-shirts with messages or promotional graphics relating to drugs, sex or alcohol.

### 2. Absenteeism

Volunteers who miss two consecutive shifts without advance notification will be placed on inactive status.

### 3. Standards of Performance

Standards of performance may be established for on-going volunteer positions. These standards may list the work to be done in that position, measurable indicators of whether the work was accomplished and appropriate timeliness for accomplishment of the work.

### 4. Right to Reject or Terminate Volunteer Services

The library reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject or terminate the services of a volunteer as it deems fit. Examples of where volunteer services may be rejected to terminated include, but are not limited to: unsatisfactory background check, misconduct or insubordination, being under the influence of alcohol, or sale or use of illegal drugs, theft of property (either library property or other), misuse of library equipment or materials, mistreatment of patrons/other volunteers/library staff, failure to abide by the library policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties. No employment relationship or contractual right is created by these guidelines.

### 5. Non-Discrimination

Opportunities for participation in any volunteer position of the library will be made available to all interested individuals, without regard to race, color, religion, age, sex, national origin, martial status, weight, height or physical, mental or sensory disability as required by law.

## 6. Drug-free Workplace

The East Kingston Public Library provides a drug-free, healthy and safe environment. The use of prescribed drugs is permitted during volunteer service only if it does not impair the volunteer's ability to perform the essential functions of the volunteer position safely and accurately.

## 7. Conflict of Interest

A volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit. Volunteers cannot ask for or receive, directly or indirectly, any moneys or gifts from library patrons, either for themselves or for any member of their households or the library. Volunteers may not promote a business to volunteers, patrons or staff during a volunteer shift.

## 8. Media

While working in their volunteer capacity, volunteers are not to have contact with the media or its representatives with regard to library issues without first obtaining the approval of the Library Director. The media is defined as, but not limited to, people and sources related to television, radio, newspapers, magazines, and new media/Internet services.

## 9. Miscellaneous

Personal visits and telephone calls must be kept to a minimum. Emergencies such as sudden illness or unexpected scheduling changes are considered library business and volunteers may use the library telephones for these purposes.

While volunteers are valued adjuncts to the library staff and are encouraged to consider themselves part of the EKPL "family," they should remember that staff members have projects to accomplish and goals to reach. Volunteers are requested not to over-engage staff members in personal discussion while performing their volunteer tasks.

Smoking is not allowed anywhere in the library or on library grounds. Food may be consumed in the staff area only.

Cell phones must be left in the back workroom for the length of the volunteer shift.

It is important to respect patron's privacy. All library transactions with patrons should remain confidential.

approved

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