

YUROK TRIBE VOLUNTEER POLICY

Section 1. Purpose

The purpose of this policy is to ensure that all departments of the Yurok Tribe ("Yurok Tribe and "Tribe) have a uniform guideline for using volunteers in the day to day operations of the department.

Section 2. Intent

It is the intent of this policy to provide the opportunity for both Tribal members and non-members to volunteer their services for the benefit of the Yurok Tribe. This policy does not constitute an agreement of employment during the volunteer period nor does it guarantee future employment with the Yurok Tribe at the end of such volunteering.

Section 3. Definition of Volunteer

3.1 "Volunteer" mean an individual who offers himself, herself or itself to undertake or expresses a willingness to undertake services to the Tribe without compensation of any kind.

Section 4. General Provisions

4.1 This Volunteer Policy may be modified by the Yurok Tribal Council, as necessary, to meet changing management needs.

4.2 Upon approval of the modifications to the existing policy by the Yurok Tribal Council, all Tribal volunteers will be given a copy of the revision(s) as soon as possible.

4.3 The Personnel Officer shall be responsible for maintaining this policy and issuing revisions as approved. Suggestions for revisions should be made in writing to the Personnel Officer.

4.4 Volunteering for the Yurok Tribe has no specific duration, and either the volunteer or the Yurok Tribe can terminate the volunteer relationship for any reason or no reason.

Section 5. Reporting of Time

5.1. Volunteers will use the following methods to record their time:

A. A Statement of In-Kind Services and Contributions form will be filled out by those volunteers who are contributing services to tribally administered programs.

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B. Statement of In-Kind Services and Contributions forms shall be forwarded to the Finance Department on first of each month for hours contributed during the proceeding month. In-kind forms must be signed by the volunteer and volunteers supervisor.

Section 6. Safety

All volunteers are responsible for exercising appropriate safety procedures necessary to prevent accidents and injuries including at a minimum compliance with all guidelines, policies and rules of the Yurok Tribe regarding employee safety and the protection of persons and property in the workplace. Violations which endanger any person's life, health welfare will lead to termination of volunteer status.

Section 7. Injury When Volunteering

7.1. All volunteers are covered by workers' compensation insurance. Any accident or injury no matter how small, should be immediately reported to the supervisor.

7.2. The volunteer will have the following information available:

- A.** Time
- B.** Location
- C.** Circumstances of accident
- D.** Description of injury
- E.** Witness names and addresses

7.3. The supervisor is responsible for giving the volunteer the DWC-1 form for completion, and for notifying the Personnel Officer and Finance Department immediately. There is a legal requirement that the DWC-1 form be given to the volunteer within one working day after a supervisory becomes aware of a possible injury.

7.4. Once the volunteer returns the DWC-1, the supervisor should complete items 11, 12, and 13 in the bottom section and returns to the Personnel Officer immediately.

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Section 8. Tribal Vehicle Use

8.1. Volunteers shall not be permitted to operate Tribal vehicles.

8.2. Volunteers will be permitted to ride as a passenger in a Tribal vehicle upon certification by the department director of the department that they are volunteering.

Section 9. Use of Building and Facilities

Volunteers are not permitted to use the building, equipment or facilities outside of normal business hours.

Section 10. Code of Conduct

All Tribal volunteers are expected to conduct themselves in a professional manner. Volunteers are expected to treat Tribal members, clients, Tribal employees, and the general public courteously, and to work as a team for the benefit of the Tribe.

10.1. Attendance. All volunteers are expected to report to their supervisor on time and if it is necessary to be late or absent, each volunteer is expected to notify their supervisor within thirty minutes of the hour.

10.2. Smoking. Smoking is prohibited in all locations on Tribal property except those specifically designated as smoking areas. For the purposes of this policy "Tribal property" includes all facilities, and vehicles owned, leased or used by the Tribe.

10.3. Personal Appearance. Moderation and good taste in dress and grooming are required.

10.4. Telephone Usage. No personal long distance telephone calls are permitted. All personal calls must be kept to an absolute minimum. Friends and relatives should be discouraged from calling, unless there is an emergency.

10.5. Misconduct. Misconduct as used in this policy means:

A. Theft, regardless of the amount, from the Tribe, a client of the Tribe, a employee or volunteer, or any agent of the Tribe, or any other person during the time they are on any premises owned or operated by the Tribe or in any tribal vehicle;

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- B.** Disorderly conduct, including mistreatment of employees, Tribal members, clients or public;
- C.** Willful destruction or waste of Tribal property or supplies;
- D.** Unauthorized access to any confidential information of the Tribe or of any employee or other person while on Tribal property;
- E.** Unauthorized use or possession of a controlled substance or alcohol on Tribal property;
- F.** Divulging confidential information of the Tribe to employees, other individuals, or entities not authorize to receive the information;
- G.** Sexual, racial, ethnic, religious, disability, age, or other unlawful discrimination, retaliation, harassment or intimidation of any kind;
- H.** Violating any safety, health, security or other Tribal rule.
- I.** Misusing information obtained as a volunteer either to harm the Yurok Tribe and its business(ess), or to benefit oneself.

10.6. Violations of any Tribal Policy or this Code of Conduct will result in a termination of the volunteer relationship.

Section 11. Confidentiality

In the course of the volunteer relationship, volunteers may come into contact with confidential information that is not made available to anyone other than certain Tribal employees with specific need to know.

11.1. This information includes but is not limited to:

- A.** Personnel information
- B.** Client information
- C.** Tribal membership lists and other information regarding Tribal members
- D.** Business plans
- E.** Financial data
- F.** Information on project bids or grants

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G. Future plans and proposals

H. Other matter of a confidential nature.

11.2. Each volunteer, as a condition of the volunteer relationship, shall maintain this information in the strictest of confidence, both during and after the volunteer relationship.

11.3. Discussion of confidential information with any person absent a legitimate need is strictly prohibited and will result in termination of the volunteer relationship.

Section 12. Non-Harassment Policy

12.1. Prohibited harassment includes ethnic slurs, racial epithets or derogatory jokes. It also includes unwelcome requests for sexual favors or other conduct of a sexual nature, when such requests or conduct are made part of an individual's terms and conditions of employment, form the basis for an employment decision, or are so offensive as to create a hostile or abusive work environment.

12.2. No volunteer has the authority to engage in unlawful harassment, and any individual who harasses a volunteer is acting beyond the scope of any authority they may have from the Yurok Tribe.

12.3. Any volunteer who believes they have been harassed by a employee, supervisor, Tribal member, client or other volunteer, should immediately report the incident to their supervisor or the Personnel Officer.

12.4. All harassment complaints will be investigated in accordance with established Tribal Policy. Violations of the Non-Harassment Policy will not be tolerated, and will result in disciplinary action, up to and including termination.

12.5. No volunteer shall be subjected to retaliation or adverse treatment of any nature because he or she complained of harassment or participated in the investigation of allegations of harassment.

Section 13. Drug-Free and Alcohol - Free Workplace Policy

13.1. This Drug Free and Alcohol Free Policy applies to all volunteers. Violation of this policy will result in termination of the volunteer relationship.

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13.2. The unlawful manufacturing, distributing, dispensing, possessing, or using of a controlled substance or alcohol without a medical prescription is prohibited.

13.3. A volunteer reporting to a department or a program to which they have been assigned under the influences of any controlled substance without a medical prescription is strictly prohibited. Exceeding prescribed dosages is also forbidden and is a violation of this policy.

13.4. The Yurok Tribe reserves the right to require all volunteers, while on Tribal property (including parking lots) or engaging in Tribally sanctioned activities, to agree to inspections of their persons, vehicles, lockers, and/or personal property for reasonable cause as described in sub-section 13.5. If a volunteer attempts to withhold consent to such an inspection, the Yurok Tribe may terminate the volunteer relationship.

13.5. The Yurok Tribe reserves the right to investigate any possible violation of this policy. This may include requiring an volunteer to undergo medical testing for alcohol or drug use. If an volunteer refuses to participate in such an investigation, or to submit to medical testing for alcohol or drug use, the Yurok Tribe may terminate the volunteer relationship.

Section 14. Volunteer Information

14.1. Each department director utilizing the services of volunteers shall forward to the Personnel Officer a file containing:

- A.** a copy of a current state, federal or tribal photo identification,
- B.** current address, phone number, social security number, and birth date of the volunteer,
- C.** the name and phone number of a person to contact in the event of an emergency,
- D.** The name of the immediate supervisor of the volunteer and the estimated duration of the volunteer relationship,
- E.** Volunteers will be responsible for immediately notifying their supervisor and the Personnel Officer of any changes to this information.
- F.** All information provided by the volunteer shall be kept confidential by the Yurok Tribe.

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Section 15. Volunteers in Contact with Children

15.1. Volunteers in the Education Department, Head Start Program and other Tribally administered programs that will come in direct or indirect contact with children under the age of eighteen, will sign a declaration prior to commencing the volunteer relationship which lists:

- A.** All pending and prior criminal arrests and charges related to child sexual abuse and their disposition,
- B.** Convictions related to other forms of child abuse and/or neglect,
- C.** All convictions of violent felonies

15.2. The declaration required under sub-section 15.1 shall exclude:

- A.** Traffic fines \$50.00 or less,
- B.** Any offense than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before the prospective volunteers 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law,
- C.** Any conviction the record of which has bee expunged under Federal or State law,
- D.** Any conviction set aside under the Federal Youth Corrections Act or similar State authority,

15.3. Volunteers under this section must be provided a probationary period not more than four months that allows time to monitor volunteer performance and act on the results of criminal record checks as set forth in this section.

15.4 Volunteers shall be required to submit to a nation and/or state criminal records check,

15.5. Volunteers shall provide a complete set of finger prints to be included in the volunteers file,

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15.6. All information provided by the volunteer shall be kept in a confidential nature by the Yurok Tribe.

Section 16. Volunteer Duties

16.1. Each department will draft a Volunteer Duties Description outlining the duties of the volunteer.

16.2. Volunteers will be given a copy of the Volunteer Duties Description at the time of commencement of the volunteer relationship and one shall be placed in the volunteer's file by the Personnel Officer.

Section 17. Volunteer Pool

17.1. The Personnel Office shall keep and maintain a listing of individuals willing to volunteer.

17.2. Potential Volunteers shall submit to the Personnel Office a volunteer application listing all information indicated in Sections 14 and 15 of this Policy.

17.3. Volunteers shall be placed in appropriate departments and programs as needed.

Section 18. Sovereign Immunity

No part of this Volunteer Policy shall be construed or deemed to waive the sovereign immunity of the Yurok Tribe.

C*E*R*T*I*F*I*C*A*T*I*O*N

This is to certify that this Volunteer Policy was adopted by the Yurok Tribal Council at a regularly scheduled meeting on November 24, 1997, with a vote 7 Yes, 0 No, 1 Abstentions.

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This is to certify that this Volunteer Policy was amended by Council Consensus to approve the elimination of 16.3, 16.4, and 17.3 (as listed below) from the Volunteer Policy and to clarify that the description of duties is not a job description on July 23, 1998.

16.3 Volunteer duties descriptions shall be reviewed by the Personnel Committee and approved by the Yurok Tribal Council

16.4 Volunteer Duties Descriptions shall be reviewed periodically for updating as necessary,

17.3 Volunteers must have reached the age of 18 at the start of the volunteer relationship with the Yurok Tribe

DATED THIS 23rd, OF JULY, 1998



Susan Masten, Chairperson
Yurok Tribe

ATTEST:



Cynthia Carlson, Recording Secretary
Yurok Tribal Council

