

PORT HURON HOUSING COMMISSION VOLUNTEER POLICY

It is the policy of the Port Huron Housing Commission (PHHC) that all persons, 18 years of age and older, who apply to volunteer for/through the Port Huron Housing Commission are required to have a background check performed prior to the commencement of their service as a volunteer. This requirement includes all persons regardless of previous interactions and/or participation with any program administered by and/or through the PHHC who may have been previously subject to a background check. The cost of the background check will be paid by the PHHC.

Further, **all** Volunteers for/through the PHHC are subject to similar codes of conduct as that of a PHHC employee. This list is not complete or exhaustive. As such, should your performance, habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the PHHC, you will be subject to dismissal.

GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of the PHHC team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or the PHHC, or by the public-at-large.

Whether you are on duty or off, your conduct reflects on the PHHC. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the PHHC considers inappropriate, which may be grounds for dismissal, include, but are not limited to the following:

- A) Dishonesty, including falsifying time records, or other PHHC record;
- B) Violating the PHHC's non-discrimination and/or sexual harassment policy;
- C) Soliciting or accepting gratuities, bribes, gifts or favors from residents, applicants, contractors, or Section 8 landlords;
- D) Excessive absenteeism or tardiness;
- E) Excessive, unnecessary, misuse, abuse, damage or unauthorized use of PHHC supplies, equipment, property or time, particularly for personal purposes;
- F) Careless or negligent behavior with PHHC monies or other property

including theft, misappropriation, or unauthorized possession or use of the PHHC or another person=s property;

- G) Damaging or losing PHHC property through negligence or abuse;
- H) Reporting to the service site intoxicated or under the influence of non-prescribed drugs, controlled substances, narcotics or alcohol, or illegally manufacturing, possessing, using, selling, distributing or transporting drugs, controlled substances, narcotics (including methamphetamine) or alcohol;
- I) Failing to notify your Supervisor that you are using prescribed medication or a non-prescription drug that could interfere with your ability to perform your assigned duties in a safe and efficient manner;
- J) Being under the influence of any alcohol, intoxicant, controlled substance, or narcotic on the way to or on assignment, or on PHHC premises, or otherwise possessing, selling, bringing or using alcohol, intoxicants, controlled substances, or narcotics on PHHC premises or using alcohol, intoxicants, controlled substances, or narcotics while engaged in PHHC business off PHHC premises, except where authorized;
- K) Behavior which interferes with work or the work of others, fighting, disorderly conduct or other violence in the workplace or using obscene, abusive, discourteous or disruptive language or behavior, or threatening language or gestures toward clients, business associates, or co-workers;
- L) Jeopardizing the safety of PHHC residents, employees or others, endangering the safety of self or others through horseplay or carelessness;
- M) Theft or intentional destruction of property from co-workers, residents, or the PHHC;
- N) Possession of firearms, explosives, or other weapons on duty or on PHHC premises or while on PHHC business;
- O) Disregarding safety or security regulations, not using when necessary prescribed safety devices and clothing;
- P) Insubordination, failure or refusal to perform assigned duties, comply with an established procedure without good cause, or comply with instructions;
- Q) Failing to maintain the confidentiality of all PHHC records such as individual wage and benefit information, social security information, including but not limited to resident/tenant and/or applicant information or other protected information;

- R) Inability to perform assigned duties;
- S) Violating the PHHC=s Code of Standards of Conduct with respect to procurement activities;
- T) Inability to be bonded by an insurance company;
- U) Inability to be insured due to a poor driving record or increased expense to the PHHC to include you on our policy due to a poor driving record;
- V) Smoking in PHHC facilities or vehicles;
- W) Violating the PHHC=s non-smoker policy;
- X) Misusing PHHC I.D., if issued;
- Y) Gambling or promoting lotteries or the like on PHHC premises or while on duty.
- Z) Performing personal business during work hours and/or on PHHC premises, such as selling or pedaling articles, using a communication device or computer for personal business during work hours, etc.;
- AA) Consistently poor workmanship.
- BB) Sleeping, loitering, or wasting time during work hours;
- CC) Failing to report injuries or accidents immediately, violation of safety rules, failure to report safety violations, or not complying or falsifying accident or injury reporting procedures;
- DD) Disposing or concealing any defective work, either directly or indirectly;
- EE) Deliberately restricting output;
- FF) Leaving a work area without permission of your supervisor
- GG) Entering any tenant/resident unit while consuming food or beverage;
- HH) Engaging in practices or activities which are inconsistent with the ordinary rules of conduct necessary to the welfare of the PHHC or its employees or clients;
- II) Off duty misconduct such as conviction for a crime, which prevents an employee from performing the job;

- JJ) Inappropriate dress. All employees are asked and encouraged to present themselves during working hours in attire that is appropriate to their position and nature of the work they perform. Employees having personal contact with clients should be particularly conscious of maintaining dress and grooming standards that present the PHHC is a professional image;
- KK) Unauthorized soliciting or campaigning on PHHC time or property;
- LL) Any other act prohibited in this Handbook or other PHHC policies; and/or
- MM) Any other act or behavior detrimental to the interests of the PHHC, its employees, or its residents/tenants.

Please refer to “Background Check Procedures for Volunteers” for further information