



## Volunteer/Intern Expectations and Code of Conduct

You are expected to know and comply with all applicable City of Austin and Austin Public Health policies and procedures.

### Uniform/Appearance

- Uniforms must be City of Austin issued or approved.
- If a uniform is required, you are expected to wear that uniform only while on duty and at no other time. Uniforms must be in good condition (no torn or cut uniforms).
- You are expected to maintain a neat and professional appearance.
- Personal protective equipment must be worn when appropriate.

### Compliance with Work Instruction

- You are expected to perform your assigned duties regardless of the degree of supervision.

### Attendance: Punctuality

- You are expected to be at work at your scheduled start time and begin work activities on time.
- You are expected to notify the site supervisor if you cannot make a scheduled shift.

### Professionalism

- You need to establish and maintain good public relations and provide assistance in a courteous manner at all times.
- While on duty, you are individually responsible for conducting yourself in a professional and ethical manner, and for treating members of the public with respect and dignity.
- Unprofessional and abusive behavior will not be tolerated.
- No profanity is allowed at any time.
- Use of personal cell phones, pagers, and other electronic devices is limited to break times and emergencies.
- Smoking is prohibited while on duty.

### Sexual Harassment

- Sexual harassment is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be tolerated. Sexually oriented jokes, remarks, gestures, or pictures will not be tolerated.

### Harassment is prohibited

- Harassment is prohibited. Harassment is abusive, obscene, or threatening conduct or communication that is intended to harass, annoy, alarm torment, embarrass, or injure another.





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### Drug Free Workplace

- In order to ensure the safety and well-being of its citizens and employees, and to comply with the Drug-Free Workplace Act of 1988 and the Texas Workers' Compensation Act, all City work sites shall be free of drugs, alcohol, and inhalants.
- The unlawful manufacture, distribution, dispensing, possession or use of inhalants or controlled substances or the possession or use of alcohol while on duty is prohibited.

### Safety

- The City of Austin recognizes the importance of health and safety. You are expected to observe rules, regulations, and instructions as determined by management.

### Ethics/Integrity

- You are prohibited from using City resource for personal use, except to the extent that such resources are available to the public. City resources which may not be used for personal use include, but are not limited to, the following: computers, internet accounts, e-mail and voice mail systems, telephones, facsimile machines, copiers, postage machines, vehicles, office space, desks, and filing cabinets. These resources are dedicated to City business, and City Management shall have full access to both the resources and any contents thereof at all times.
- Use of City equipment should be only for the purpose the equipment was intended. Willful destruction of City property will not be tolerated.

**I hereby acknowledge receipt of the Volunteer/Intern Expectations. I understand its content and agree to adhere to the guidelines.**

