



## **Palm Beach County Library System**

# **VOLUNTEER CODE OF CONDUCT**

- Volunteer service is based on the individual needs of the Library. A weekly schedule, two hours one day a week, is required. Inform supervisor when absent. Volunteer service is terminated after a 30-day unexcused absence.
- Volunteers are required to log their time on the volunteer time sheet. All Volunteers wear an I. D. badge only when volunteering.
- Volunteer attire should be neat, clean and appropriate. For your safety, we recommend closed-toe-shoes.
- Service forms (school/organizations) are the responsibility of the volunteer. A 24 hour notice is required when submitting service forms.
- Volunteers are expected to perform work assignments within the scope of their jobs and to comply with all regulations and procedures provided.
- No volunteer shall knowingly omit information or submit inaccurate or untruthful information for, or on, any administrative or departmental record, report or document.
- Volunteers are expected to conduct themselves in a decent and moral manner while on County premises or at any other place while on duty.
- Volunteers shall be under staff supervision when working directly with the public. Specifically, no volunteer shall be alone with children or adults in areas such as restrooms, unoccupied rooms, or windowless areas.
- No volunteer may use personal threats or profane or abusive language in dealing with the public, co-workers, volunteers, supervisors or other persons contacted in business relationship, or otherwise provoke or abuse others in any way.
- Unbecoming conduct will not be tolerated. Such conduct includes actions which cause embarrassment or is damaging to the reputation or efficiency of the County and its citizens.
- Reporting for work under the influence of alcoholic beverages, or narcotic, hallucinogenic or other illegal drugs is prohibited.
- No volunteer may solicit funds or services, sell goods or tickets, distribute literature or petitions for any purpose other than that which is directly related to Department-sponsored programs.
- Volunteers shall not reveal information in departmental records or otherwise reveal confidential information to unauthorized persons.
- Volunteers shall not use County records, tools, materials, equipment, or facilities for personal purposes. Every volunteer shall exercise reasonable care and maintenance of, and shall not misuse records, tools, equipment, or facilities provided.
- Volunteers may not act as a spokesperson for the Department or County without expressed authorization by a County employee.
- Personal electronic devices are prohibited when volunteering. Personal items may be stored in a designated area. The Library is not responsible for them.

Violation of these rules will not be tolerated and may result in corrective action including dismissal from volunteer assignment.

I understand that any falsification or misrepresentation on any forms is grounds for disqualification from the Volunteer Program. I also understand that submission of this Application including my signature on all forms is required, to be considered for volunteer placement, but does not guarantee my placement in the Volunteer Program.

My signature indicates that I have read and understand this Volunteer Application and agree to abide by this Volunteer Code of Conduct.

---

Volunteer Signature

---

Date

---

Parent/Guardian Signature