



# VOLUNTEER CODE OF CONDUCT

## DNR VOLUNTEERS

[www.iowadnr.gov/volunteer](http://www.iowadnr.gov/volunteer)

We appreciate your willingness to work with our agency knowing it has a direct and significant impact on the quality of Iowa's natural resources for us to all enjoy. To assist the Iowa DNR in providing a safe and positive environment, the ***Volunteer Code of Conduct*** provides direction for volunteers serving beside staff.

### **Volunteers with the DNR have the responsibility to:**

- Read, complete and sign all necessary paperwork prior to volunteering:
  - Complete and sign a ***Volunteer Waiver Form (542-0227)***. This waiver explains liabilities when volunteering with our agency and provides us with emergency contact information. All paperwork will be kept at the site where you are volunteering in a secure file.
  - Before driving a state vehicle complete the online ***DAS Fleet Services Driver's License Verification Form***. Volunteers shall not operate a motorized state vehicle without a driver's license check.
  - Unsupervised volunteers who, on behalf of DNR, are responsible for the welfare and safety of persons under the age of 18 must submit to background checks. Complete background waiver forms provided by DNR staff.
- As a volunteer, you will represent the DNR while working on projects. You are not expected to be knowledgeable in all areas concerning the DNR. When working with the public in your volunteer position, all questions related to DNR policies and procedures are to be referred to DNR staff.
- Keep track of your hours by filling out the ***Volunteer Log (DNR Form 542-0110)***. Turn in your hours to DNR staff.
- Be substance free when volunteering. The use of alcohol and tobacco is prohibited within the confines of all State operated/owned vehicles and facilities. Contact DNR staff for designated smoking areas. Volunteers cannot be under the influence of illegal drugs or alcohol while volunteering.
- Represent yourself in a positive manner. Avoid inappropriate language that may have a negative effect on other volunteers, staff, or guests.
- Discuss any concerns or special needs with DNR staff for accommodations.
- Notify DNR staff if you are unable to volunteer at your scheduled time.
- The DNR does not tolerate sexual harassment. If you experience sexual harassment or feel uncomfortable, contact DNR staff or the volunteer coordinator immediately.
- Feel safe and comfortable. If you don't feel safe performing a task or if you are uncomfortable with the task that you are assigned, ask for assistance or for a different opportunity. If you feel a task is too dangerous or strenuous, communicate with DNR staff immediately. Your safety is our first priority.
- Understand that failure to adhere to any part of this Volunteer Code of Conduct may result in termination from volunteering with the DNR.
- Understand DNR staff has the right to refuse the assistance of any volunteer.

**If you have any questions or concerns, please contact your local DNR staff.**