

PERSONNEL POLICY GUIDELINES

Adapted for Volunteers

OF THE



**SKAGIT FISHERIES
ENHANCEMENT
GROUP**

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Skagit Fisheries Enhancement Group

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INTRODUCTION

The Skagit Fisheries Enhancement Group (SFEG) is a nonprofit organization dedicated to the enhancement of salmon resources through education, restoration and public involvement. Established in 1990, SFEG performs enhancement projects throughout the Skagit and Samish River watersheds including the creeks draining into Samish Bay south of Oyster Creek, as well as the San Juan Islands and Northern Whidbey Island watersheds. As part of Washington State Regional Fisheries Enhancement Group program, SFEG is part of a coordinated effort to educate and involve the public in salmon enhancement activities across the state at the community level. SFEG's mission is to educate and engage the community in habitat restoration and watershed stewardship to enhance wild salmonids.

SFEG is committed to fair, clearly stated and supportive relationships between its board, volunteers and staff. The volunteer policy guidelines of SFEG have been established in order to provide a guide to the volunteer practices of the organization. It is SFEG's intention to administer the volunteer programs in a manner that complies with all applicable federal, state and local regulations. This document is designed to provide guidance to staff, board and volunteers at SFEG. It is not a contract (expressed or implied) between SFEG and its volunteers. It is only guidelines for volunteer practices. Sections that are applicable apply to volunteers, including members of the Board of Directors.

SFEG IS A NOT FOR PROFIT ORGANIZATION

It is important that all volunteers understand that SFEG operates on public funds, donations from individuals and grants from foundations. All volunteers are obligated to ensure that SFEG's resources are used wisely and efficiently, and that SFEG operates in a manner that is credible and will withstand public scrutiny. Volunteers must document their activities and reimbursable expenditures and demonstrate that they have fully discharged the public trust.

VOLUNTEER REGISTRATION

Volunteers who intend to volunteer on an ongoing basis are required to fill out a Registration Form prior to volunteering with SFEG. SFEG relies upon the accuracy of information contained in this Volunteer Registration Form. Any registration form containing misrepresentations, falsifications or material omissions may result in limiting an individual's ability to volunteer for SFEG. For those volunteers who work with minors under the age of eighteen (18), a background check may be required before volunteering.

VOLUNTEER TIME RECORDS

Due to the nature of SFEG's business and the need to have an accurate record for grant billing, all registered volunteers are asked to keep time records logged in half hour increments. These time records are utilized for two purposes: 1) to track donated time for grants and 2) to allow SFEG to purchase Labor and Industries Insurance. Volunteer time records are to be used for these purposes only. Volunteers will turn in a signed "timesheet" to their supervisor at the end of each month in which they have volunteered.

LABOR AND INDUSTRIES INSURANCE

Volunteers that have completed Registration Forms and submit volunteer time records on a monthly basis will have labor and industry insurance purchased by SFEG. This insurance is

purchased for the safety of our volunteers and should cover medical expenses if an injury were to occur while volunteering for SFEG. Instructions for what to do if a volunteer is injured while volunteering are provided to each volunteer separately and included in SFEG's Accident Prevention Manual. If SFEG does not have a completed Volunteer Registration Form and time records for your donated volunteer time on file, you will not be covered under L&I insurance in the event of an injury.

CONFIDENTIALITY

Volunteers of SFEG shall not share confidential proprietary information, including but not limited to: budgets, finances, contracts, planning documents, confidential volunteer matters, passwords, mailing lists, codes, or other similar information to anyone without advance approval of the Executive Director. The Executive Director may designate volunteers to share or receive specific proprietary information.

EQUAL OPPORTUNITY AND NONDISCRIMINATION

SFEG is committed to a policy of equal employment opportunity, where each employee and volunteer has the right to work in an environment free from all forms of unlawful discrimination. This reflects our belief in the worth of each individual, and a moral responsibility to provide equal opportunities for all volunteers and applicants. It also contributes to a positive work environment for everyone.

SFEG shall follow all federal, state and local employment law. SFEG will not tolerate discrimination against any volunteer, employee or applicant that violates the law. SFEG will provide equal opportunity for volunteers, employees and applicants without regard to race, color, religion, national origin, gender, age, sexual orientation, sensory, physical or mental disability, veteran status, protected genetic information or any other status protected under state or federal law. Each individual shall be evaluated on the basis of personal skill and merit.

SFEG's policy regarding equal opportunity applies to all aspects of employment and involvement, including, but not limited to, hiring, job assignments, promotions, working conditions, benefits, wage and salary, disciplinary action, termination.

You should contact your supervisor or the Executive Director if you have any questions or concerns regarding equal employment opportunity. If you believe that you have been discriminated against in violation of this policy, or if you observe that another volunteer or employee may have been discriminated against, you should report the information as soon as possible by directly contacting your Supervisor or the Executive Director to discuss your concerns.

PROHIBITING SEXUAL and OTHER UNLAWFUL HARASSMENT

SFEG strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of our organization should be characterized by mutual trust and the absence of intimidation, oppression or exploitation. Volunteers should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of SFEG. For that reason, unlawful discrimination or harassment of any

kind will not tolerate. Through enforcement of this policy and by education of volunteers, SFEG will seek to prevent, correct and discipline behavior that violates this policy.

Our work environment will free from all forms of discrimination, intimidation, exploitation and harassment on the basis of race, age, religion, color, gender, sexual orientation, physical, sensory or mental disability, veteran status, protected genetic information, or any other class protected by state or federal law.

All volunteers are covered by and are expected to comply with this policy and should take appropriate measures to ensure that prohibited conduct does not occur. This policy applies to all employees, volunteers, members of the public, or third parties with whom the organization does business.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. SFEG property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet) may not be used to engage in conduct or behavior that violates this policy. Violation of this policy by any volunteer will result in appropriate disciplinary action.

Any harassment should be reported to one's supervisor, the Executive Director, or Executive Committee of the Board of Directors. All complaints will be promptly investigated and confidentially will be maintained to the extent possible given the circumstances. Retaliation against any party who makes a complaint is unlawful and will not be tolerated.

Harassment. Harassment becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, threats, demands, pursuit, teasing, abuse, taunts, insults, heckling, epithets or name calling, ridicule or mockery, offensive objects or pictures, interference with work performance, or other similar actions.

Sexual Harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with a volunteer's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, lewd remarks and threats, requests for any type of sexual favor including any conduct which is sexual in nature and unwelcome.

- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes; facsimiles, e-mail, photos, text messages, tweets and internet postings; or other forms of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling.

PROHIBITING RETALIATION

Retaliation against any volunteer who files a harassment or discrimination complaint, or assists in a complaint investigation is strictly prohibited. If you believe you've experienced retaliation or have concerns about it, you must immediately report that to your Supervisor or the Executive Director so that it can be promptly addressed and investigated.

Anyone who knowingly makes a false or bad faith accusation of discrimination, harassment, or retaliation will be subject to appropriate disciplinary action, however failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowingly false accusation. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

PROHIBITING BULLYING

In order to further create a safe work environment, SFEG has instituted this policy prohibiting bullying.

SFEG defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment including business travel, social and educational/training events.

SFEG considers the following types of behavior examples of bullying:

Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages; leering.

If you feel you are being bullied in the workplace report such incidents to your supervisor or the Executive Director immediately.

Those who violate this policy will be subject to disciplinary action up to and including termination of employment.

CONFLICT OF INTEREST

Conflicts of interest arise when an SFEG employee, volunteer or Board member who controls a resource belonging to SFEG, or for which SFEG is responsible, could benefit personally from a decision concerning the disposition of that resource or could obtain a benefit for a relative or friend or for an organization in which they hold an interest. SFEG must strive to avoid actual conflicts of interest and the appearance of conflicts of interest. It is not enough that the Directors, staff, and volunteers believe that they are guided by the highest motives or that all actions are well intended. So far as possible, all actions and relationships must avoid both the appearance and the reality of an improper motivation like personal gain or the inappropriate advantage of SFEG.

“Conflict of interest” extends to possible charges of undue influence or favoritism. Actions or decisions not to act taken by SFEG should be defensible as having been based on the best and unbiased judgment of the individuals involved. The key to this policy is complete disclosure. When connections, no matter how remote, of the individual or individuals that participate in decisions are fully disclosed, misunderstanding or later charges of concealment are avoided. In some cases, disclosure of a connection or past connection may indicate that the individuals involved abstain from participating in the decision-making process, and this policy is intended to cover those cases as well.

All volunteers must carefully consider any potential conflict between personal interest and the interests of SFEG, and must refrain from any actions which might result in an actual or apparent conflict of interest. Any volunteer who is uncertain about behavior appropriate to a given situation is encouraged to seek guidance from the Executive Director.

EDUCATION AND ADVOCACY

SFEG is not an environmental action organization. In order to ensure a broad base of support for SFEG, all volunteers and members of the board must remain politically neutral while presenting to the public. As a representative of SFEG, you must make every effort to distinguish between personal opinion and SFEG policy. In cases where impending resource decisions affect SFEG or the areas where we work, the Executive Director or the Board of Directors will shape an appropriate response.

TOBACCO, ALCOHOL, MARIJUANA, AND ILLEGAL DRUGS

SFEG does not promote the use of tobacco or alcohol, and does not permit the use of marijuana or illegal drugs on SFEG premises or worksites. Alcohol, tobacco and/or marijuana use of any kind is not allowed within any SFEG offices, buildings or vehicles.

We do not allow the use, sale, transfer or purchase of alcohol, marijuana, illegal drugs or any other intoxicants at any time while you are on premises or volunteering. This policy covers employees, contractors, interns, volunteers and students.

SFEG receives federal grants and works on federal lands from time to time, therefore the term “illegal drugs” refers to those substances as defined by the Federal Government, including marijuana. Alcohol use is not allowed while you volunteer for SFEG. Alcohol use will not be tolerated by staff or volunteers while in SFEG vehicles. Occasionally, alcohol could be present after work hours at certain adult programs and special events and volunteers may responsibly use alcohol, but is never to be provided to or used by anyone under the legal drinking age.

SOCIAL MEDIA POLICY

At SFEG, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risk and rewards that are involved. Keep in mind that any of your social media conduct that adversely affects your job performance, the performance of co-workers or otherwise adversely affects clients, volunteers, vendors or any people who work or volunteer on behalf of SFEG are prohibited.

Social Media site comments, pictures, cartoons etc. containing content that promotes, fosters or perpetuates discrimination on the basis of race, color, religion, national origin, gender, age, marital status, sexual orientation or physical, sensory or mental disability or protected genetic information are prohibited by this policy.

Guidelines for Volunteers:

- Express ideas and opinions in a respectful manner when referring to SFEG.
- Avoid negative personal comments or inflammatory statements in representing yourself as a volunteer of SFEG or in statements about other employees or volunteers.
- Do not initiate conflicts or display hostility with regard to SFEG.
- Do not use SFEG’s logo or any other SFEG images or iconography on personal social media sites.
- Do not use SFEG’s name to promote a product, cause or political party or candidate.
- Keep in mind unintended consequences of your post, because comments can be forwarded, copied and subpoenaed.
- Refrain from any comments or actions that are considered harassing, libelous, threatening, cyberbullying, defamatory or pornographic.
- If you are contacted by the media (press, TV etc.) refer them to the Executive Director.
- Seek supervisory clarification when in doubt.

WEAPON FREE WORKPLACE

To ensure that SFEG maintains a workplace safe and free of violence, the possession or use of dangerous weapons on the premises is strictly prohibited. A license to carry the weapon on company property does not supersede this policy. All volunteers are subject to this provision as

well as contract/consultant and temporary employees, clients, and visitors on company property. Any volunteer in violation of this policy will be subject to prompt disciplinary action.

Dangerous weapons include, but are not limited to firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

SFEG reserves the right, at any time, at its own discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Volunteers who fail or refuse to promptly permit a search under this policy will be subject to discipline.

VOLUNTEER REIMBURSEMENT

Volunteers are often asked to provide their own transportation to and from SFEG work sites where they are volunteering. On rare occasions for certain projects volunteers may be reimbursed for the use of their personal vehicle by SFEG grant funds. When mileage reimbursement is possible, volunteers must first receive notice from their supervisor that mileage reimbursement is pre-approved. Once approved, a volunteer must submit a completed mileage reimbursement form for approval. Approved mileage will be reimbursed using policies consistent with those used by WDFW and the rate utilized by Washington State. All mileage reimbursement requests for volunteers must be submitted monthly by the first of the month after the mileage was incurred.

Volunteers who are involved in a traffic accident while volunteering for SFEG should promptly report the incident to their Supervisor. It is the responsibility of the registered owner of a vehicle used by any volunteer of SFEG, whether reimbursed for mileage or not, to have up to date insurance for the vehicle including, but not limited to, those mandated by State of Washington law. SFEG, its Board of Directors and Members of the Executive shall not be held responsible for any liability relating to the use of a personal vehicle.

USE OF SFEG EQUIPMENT

All equipment, tools, materials and vehicles are to be used for official SFEG business only. Equipment, tools and vehicles are expensive and difficult (or impossible) to replace. When using equipment, tools and vehicles volunteers are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Equipment shall be inventoried once per year by designated employees.

Volunteers must notify their supervisor if any equipment, machines, tools or vehicles appear to be damaged or in need of maintenance or repair. Prompt reporting of problems with tools, equipment and vehicles could prevent deterioration of the item or possible injury to people. Any and all maintenance or repairs performed on SFEG equipment, tools or vehicles shall be recorded.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles can result in disciplinary action, including termination.

USE OF PERSONAL EQUIPMENT

Personal equipment used to complete SFEG tasks and projects is used at the risk of its owner. SFEG discourages the use of personal equipment due to the potential for it to get damaged. If equipment that SFEG does not own is needed to complete a task, in most cases renting the equipment is an option. However, if personal equipment must be used, SFEG asks that the owner operate the equipment.

STANDARDS

SFEG expects volunteers to behave in a professional, safe, and courteous manner. SFEG believes that each volunteer should be valued for the individual strengths and skills that they bring to our organization. We expect volunteers to treat others with respect, courtesy and regard for the safety of themselves and others. The following are some guidelines for volunteer conduct.

- SFEG expects volunteers to be reliable and punctual. Volunteers are expected to arrive at the work site at the time specified by their supervisor. If a volunteer will be late or absent, the volunteer shall notify their supervisor as soon as possible.
- Work Safety. All volunteers will receive a copy of the relevant sections of SFEG's Accident Prevention Manual based on the work being performed by the volunteer. Volunteers and shall follow the guidelines set forth in this manual to help provide a safe working environment for yourself, your co-workers and volunteers who are working at job sites. Exercise caution in all work activities. Report concerns about workplace safety issues immediately. Discuss safety issues with your co-workers.
- Volunteers who are involved in an accident, injured or involved in a "near miss" on the job must inform their supervisor immediately, regardless of how insignificant the injury may appear.
- Volunteers are expected to dress appropriately at all times for the job they are performing. This is especially true when specific clothing is required for safety reasons or if volunteers will be dealing directly with the public representing SFEG. Volunteers should use their own good judgment for what is appropriate attire and err on the side of caution.
- SFEG volunteers often work on private property. Volunteers are expected to treat private property as such, and to respect the privacy and rights of the landowners who participate in our projects. All work sites should be left clean and neat. The utmost care should be taken in consideration of the needs and desires of the landowners we work with. Gates should be closed where appropriate and tools and materials stored in safe locations. Consideration for the safety and health of livestock should be taken when working in areas accessed by animals. If any damage is inadvertently done to private property, the volunteer shall report the damage to their supervisor as soon as possible.
- In respect for the property owners SFEG works with and their neighbors, pets are not allowed at SFEG work sites.

LOBBYING AND POLITICAL ACTIVITIES

Volunteers should not engage in lobbying activities representing SFEG unless authorized by SFEG's Board of Directors. Lobbying is generally defined as any contact with legislators, or members or employees of the legislative body, or other government officials in order to influence pending or potential legislation. Contacts with SFEG members and the general public urging them to take a position on a particular piece of legislation are also lobbying. SFEG is restricted by virtue of its 501(C) (3) designation under the Internal Revenue Service code in the

amount of lobbying it may do. Violation of the law could result in the loss of the organization's tax-exempt status. Staff members who do engage in lobbying must maintain records of their activities and file reports with the Executive Director. In addition, activities supported by federal or state grants cannot include lobbying.

SFEG staff members may not carry out or participate in political activities on SFEG time or by using SFEG property or facilities.

WHISTLE BLOWER POLICY

A. General: SFEG requires Board of Director Members, volunteers, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

B. Reporting Responsibility: It is the responsibility of all directors, volunteers, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

C. No Retaliation: No director, volunteer, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline, including possible termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within SFEG prior to seeking resolution outside SFEG.

D. Reporting Violations: SFEG has an open door policy and suggests that volunteers share their questions, concerns, with their direct supervisor or the Executive Director. In most cases, the Executive Director has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following SFEG's open door policy, individuals should contact the chair of the Internal Operations Committee and/ or the current Board President.

E. Compliance Officer: Unless otherwise directed by the Board of Directors, the SFEG's Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Committee. The Executive Director has direct access to the Executive Committee of the Board of Directors and is required to report to the Executive Committee at least annually on compliance activity. SFEG's Executive Director sits on the Executive committee and the annual financial review or committee.

F. Accounting and Auditing Matters: The Executive Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Executive Director shall immediately notify the Executive Committee of any such complaint and work with the committee until the matter is resolved.

G. Acting in Good Faith: Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations not substantiated and prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

H. Confidentiality: Violations or suspected violations shall be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected

violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

I. Handling of Reported Violations: The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.