

Town of Mansfield Volunteer Guidelines

I agree to:

- Be on time for my scheduled shift(s).
- Notify my supervisor in advance of my scheduled shift(s) if I am unable to attend due to illness or other exigent circumstances.
- Follow workplace attire standards set by my work site.
- Adhere to town ordinances, policies, procedures, and guidelines when volunteering.
- Be civil and respectful with members of the public, program participants, fellow volunteers, and staff.
- Not use vulgar, obscene, profane, or other inappropriate language.
- Maintain appropriate boundaries with members of the public, program participants, fellow volunteers, and staff.
- Not accept compensation or loans, including gifts, from members of the public or program participants in connection to your duties as a volunteer for the Town of Mansfield.
- Maintain high ethical standards when volunteering.
- Not possess any weapon or dangerous device on town premises.
- Not use alcohol, illegal drugs, tobacco, vaping, or marijuana products on town premises, nor will I report to duty under the influence of those items.
- Not engage in behavior that would violate the Town's anti-harassment policy, prevention of workplace violence policy, or drug-free workplace policy.
- Not violate any state law.
- Engage in safe workplace practices set by my worksite.
- Depending on the assignment, I understand that I may be asked to complete a background check.
- I understand if I am going to be asked to drive a Town vehicle that I will be asked to complete a motor vehicle check.