

Town of Middletown Volunteer Handbook



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1.0 WELCOME

Welcome to the Town of Middletown. The purpose of this Volunteer Handbook is to answer frequently asked questions and to set forth the Town's expectations for conduct and behavior while serving as a volunteer. This handbook will help you have the best possible experience as a volunteer.

Thank you for volunteering. I'm glad you've chosen to be a member of the Town of Middletown team!

Shawn J. Brown
Town Administrator

1.1 MISSION STATEMENT

Our mission is to preserve the character and quality of life in the Town of Middletown. We strive to achieve our mission by improving the quality of services and supporting well-balanced growth in the most cost-effective and responsible manner possible. As we work towards our goals we will treat all members of our community, Town Government, volunteers and employees with respect and dignity.

VISION

We envision being a leader in providing innovative efficient municipal government operations deserving of public confidence, while demonstrating a strong commitment to preserving our cultural traditions and pristine resources, and respecting our diverse community. Our administration is committed to the health, safety, and welfare of the public we serve and to ensuring the quality of life for future generations. We will ensure that town government is responsive and accessible, and that all sectors of the population are welcomed and encouraged to participate in town governance. We see a future committed to continuing to build valuable partnerships, and collaborating with other communities, state agencies, and private organizations in order to meet challenges. We endeavor to plan for and take advantage of opportunities that will improve our community now and in the future.

VALUES

The Town of Middletown values:

- Honesty, integrity and accountability in our work and treatment of all members within the community
- Commitment to employee development, excellence, and recognition
- Innovation, creativity and expanding the use of technology in the delivery of our services where it improves efficiency and effectiveness to the benefit of the community
- Collaboration, communication, and encouragement of community participation
- Conservancy of the environment and quality of life now and for future generations
- Demonstrate exemplary standards of professional and ethical conduct
- Safeguard and maintain responsible fiscal management practices
- Commitment to employee and community health, wellness and fitness
- Diversity in our employees and our community

Visit the Town website at www.middletownri.com for the detailed Strategic Plan of the Town, including the current Goals and Objectives.

1.2 TOWN AND GOVERNMENT FACTS

The Town of Middletown was established in 1639 and incorporated as a Town in 1743. The Town is governed by a seven member Town Council and an appointed Town Administrator. Local elections are held every two years in even years for all Town Council members. The Town adopted a Home Rule Charter on November 5, 1968, under which all powers of the Town are vested in the elected Town Council. The Town Council may enact local legislation subject only to the limitations imposed by the Charter, the State Constitution and the General Laws. Under the Charter, the Town Council determines policy, enacts law and appoints the Town Administrator. The Town of Middletown currently has a population of approximately 18,000 residents.

More general and historical information on the Town of Middletown can be found at the Middletown Historical Society website www.middletownhistory.org and on the Newport County Chamber of Commerce website www.newportchamber.com under Communities / Middletown.

1.3 TOWN DEPARTMENTS

The Town of Middletown is organized into the following departments serving under the Town Administrator:

<u>Department</u>	<u>Department Head</u>
Assessment/Collections	George Durgin, Assessor/Collections
Building/Zoning	John Kane, Jr., Building Official
Finance/Human Resources	Marc Tanguay, Finance Director Cecilia Dursi, Human Resources Manager
Fire	Ron Doire, Fire Chief
Middletown Prevention Coalition	Lori Verderosa, Coordinator
Planning	Ron Wolanski, Planning/Economic Dev Dir
Police	Anthony Pesare, Police Chief
Public Works	Tom O’Loughlin, Public Works Director Warren Hall, Town Engineer Will Cronin, Facilities/Operations Manager
Senior Center	Arleen Kaull, Senior Center Director
Information Technology	Matthew Wainwright, IT Director
Town Clerk/Canvassing /Probate/Municipal Court	Wendy Marshall, Town Clerk

Middletown Town Hall hours of operation are 8:00 am – 4:00 pm M-F year-round. Please visit the Town of Middletown website at www.middletownri.com for specific information on departmental operations, the Town Council, School Committee, and all Town Boards and Commissions.

The Middletown School Department is directed by a five member School Committee, elected by the Town of Middletown, which determines and controls all policies affecting the administration, maintenance, and operation of the public schools. The School Committee appoints a superintendent of schools as its chief administrative agent.

The Middletown Public Library is supported by the Town in many ways as if it were a Department of the Town. Pursuant to State law, however, it is managed and operated by an independent Board of Trustees who appoint an Executive Director to serve as the Chief Executive Officer of the Library.

1.4 TOWN ADMINISTRATOR OPEN – DOOR POLICY STATEMENT

The Town of Middletown has an Open Door Policy for all volunteers. This means that every supervisor's and manager's door is open to every volunteer, subject to specific departmental rules and regulations, in order to encourage open communication, feedback, and discussion about any matter of importance to a volunteer. Although the Town recognizes that most problems can and should be solved in discussion with your immediate supervisor, it is possible that this approach may be inappropriate, in which case you are free to bring your issues and concerns in certain circumstances directly to the Town Administrator.

By listening to you, the Town is better able to improve, address complaints, and to foster understanding of Town practices, processes and decisions. While there may not be an easy answer or solution to every concern, you will find that supervisors, managers, Human Resources and the Town Administrator are willing to listen and to help bring about a solution or a clarification whenever possible.

2.0 ADMINISTRATIVE POLICIES

2.1 SERVICE AT THE DISCRETION OF THE TOWN

The Town of Middletown accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Town of Middletown. Volunteers agree that the Town may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Town of Middletown or make changes in the nature of the volunteer's assignment.

2.2 DRUG FREE WORKPLACE POLICY

The Town of Middletown is responsible for maintaining safe, efficient, working conditions for its employees and volunteers by providing a drug-free workplace, in compliance with the federal Drug Free Workplace Act of 1989. The Town of Middletown is firmly committed to promoting high standards of health, safety, and efficient service; thus our goal is to maintain a work environment free from the effects of drug abuse.

Municipal volunteers shall not engage in the unlawful manufacture, distribution, sale, possession, dispensing or use of controlled substances (drugs) while performing volunteer duties or on any municipal work site.

Sometimes the use of legal drugs can endanger the safety of the volunteer or others. Volunteers who feel or have been informed that the use of such a drug may present a safety risk, are to report such drug use to their immediate supervisor.

2.3 TECHNOLOGY AND SOCIAL MEDIA POLICY

The purpose of the Town's Technology Policy is to communicate Information Technology security standards concerning the use, protection, and preservation of computer information systems, networks and data processed or stored on any of the Town of Middletown computing devices. This policy applies to all full-time, part-time, seasonal, and temporary employees, volunteers, interns, vendors, and contractors to the Town of Middletown (users).

The Town computing devices, software, Internet, Intranet and E-mail access are intended to increase the productivity of users in their official duties. All personnel who access or make decisions affecting the Town of Middletown's computer based information assets plays a role in protecting these assets. Users are expected to use these resources in a manner consistent with Town policies, applicable law, and job responsibilities. Users will be held accountable for protecting the Town's computer-based information. Inappropriate or illegal use or failure to comply with this policy or with the Town's security standards may result in disciplinary action up to and including termination.

The Town's computing devices and information systems are intended for business use in performing the duties of a user's job. Users should utilize electronic resources in a manner that reflects positively on themselves and the Town of Middletown. Users granted User ID's and access to the Town's computing assets are responsible for any and all transactions, inquiries, e-mails, and activities performed with their User ID's. Users shall secure their User ID's to prevent unauthorized use. No User subject to this policy will use the User ID of another user without express permission of the user assigned to the User ID. Personal use of the Town's computers is permitted on a limited basis, during non-working/break time.

Users are given access to the Town's computer network to assist them in performing their jobs. Except for confidentiality created by law (such as attorney-client communications), a user should not have any expectation of privacy in anything created, stored, sent, or received on the Town's computer network. Computer files and electronic communications via the Internet or electronic mail are subject to the State of Rhode Island Open Records Act and the Town reserves the express right to monitor, in any way, the activities of a user while engaging in any electronic communications and to review any material created, stored, sent or received using Town computing assets.

Login ID's

Users shall have an Information Services assigned login ID and an associated login password. Login ID's should be cancelled immediately by notifying Information Services in writing when access is no longer required by the User.

Passwords

It is the responsibility of the User to protect and secure the Town network. Giving passwords to other Users or any other individual for any system or remote access will be subject to the appropriate disciplinary action.

E-mail

All messages distributed via the Town of Middletown E-mail System are the property of the Town of Middletown Government. There should not be an expectation of privacy in messages

that are created, stored, sent, or received by the Town's E-mail System. E-mails may be monitored without prior notification, as the Town of Middletown Government deems necessary.

Caution:

Special consideration should be given before communicating confidential and/or sensitive information such as performance reviews, disciplinary and/or correction actions, attorney-client privileged information, personnel information, and health or medical information via electronic communications.

Generally Acceptable Uses:

A User who exercises the privilege of using the Internet or e-mail will:

- Use Internet and e-mail technologies to conduct Town business.
- Ensure that all communications are professional, truthful, appropriate, and lawful.
- Use language and subject matter that reflects business purposes and is in compliance with Town policies and procedures and all state and federal laws.
- Ensure that the activity does not interfere with the User's productivity.
- Be responsible for the content of all communications sent over the Internet. All communications should show the User's name.
- Be responsible for all computer transactions made with the User's User ID and password.
- Verify and ensure the accuracy of any information obtained from Internet resources prior to using such information for a business purpose.
- Engage in limited personal use only with prior approval from the User's Department Head or designee. If approved, such personal use shall be incidental, occasional, of short duration, and not result in expense to the Town or violate a prohibition under the policy standards, this policy or other Town policies.

Generally Prohibited Uses:

Any User who exercises the privilege of using the Internet or e-mail is accountable for his/her actions and communications related to electronic transactions or messages and will not:

- Engage in communicating (creating, sending, copying, or forwarding) any obscene, harassing, threatening, discriminatory, or fraudulent messages, e-mail, chain messages, chain e-mail, or any other message or e-mail, which violates Town policy.
- Access, view or download any non-business related information from any web site, chat room, newsgroup, messaging, e-mail or any other electronic location of an adult nature (obscene, sexual, or pornographic) unless pursuant to Town business (i.e. law enforcement).
- Transmit any messages anonymously or using an assumed name; attempt to obscure the origin of a message or misrepresent User's job title or position with the Town.

- Send or forward emails containing libelous, defamatory, racist, sexist or obscene remarks. If you receive an email of this nature, you should delete it and notify your manager/supervisor, if appropriate.
- Send chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
- Send Spam messages, viruses, or worms.

Social Media

The Town of Middletown provides the following guidelines for the personal usage of social media to ensure that volunteers use appropriate discretion in relation to the use of references to the Town of Middletown and related Town Departments so as to not discredit the Town, its Departments or its employees.

Volunteers should strive to ensure their social media posts are respectful, fair and courteous to fellow co-workers and the public and avoid inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar inappropriate and unlawful conduct. Postings that violate the Town of Middletown's policies, such as anti-discrimination and anti-harassment policies, will not be tolerated and may subject you to disciplinary action up to and including termination.

Barring state law or binding employment contracts to the contrary, the Town of Middletown volunteers shall abide by the following guidelines when using social media:

- a. Volunteers are prohibited from accessing social media sites, such as but not limited to Twitter, Facebook, Flickr, Myspace, LinkedIn, and YouTube, during volunteer hours. If a volunteer chooses to use social media sites during non-volunteer hours, the volunteer must abide by this policy and any other relevant Town of Middletown policies (i.e., anti-harassment, etc.).
- b. Volunteers may not post anything on the Internet in the name of the Town of Middletown or any Town Department or in a manner that could reasonably be attributed to Town of Middletown or any Town Department without prior written authorization from the volunteer's supervisor. Any comments directly or indirectly relating to the Town of Middletown or Town Department must include the following disclaimer: "The postings on this site are my own and do not represent the Town of Middletown's positions, strategies or opinions."
- c. Maintain the confidentiality of the Town of Middletown's trade secrets and confidential information, such as internal reports, policies, processes, know-how, technology and internal business-related confidential communications.
- d. When using social media, Town of Middletown volunteers should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the Town of Middletown's policies and procedures is required in the personal use of social media. In particular, volunteers are cautioned not to post the following:

1. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise bias against any race, any religion, or any protected class of individuals.
 2. Speech involving themselves or other Town of Middletown personnel reflecting behavior that would reasonably be considered reckless or malicious.
- e. Volunteers should be aware that they may be subject to civil litigation for purposefully:
1. Publishing or posting willfully false information that harms the reputation of another person, group, or organization (defamation);
 2. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 3. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- f. Volunteers should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- g. Volunteers should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Town of Middletown at any time without prior notice.

Any volunteer becoming aware of or having knowledge of a posting and/or website that is in violation of the provisions of this policy shall notify a supervisor immediately for further review.

Volunteers should be aware of the issues that may arise from the misuse of social media. The use of social media should be managed according to the guidelines presented in this policy. Volunteers must be made aware of the fact that, regardless of privacy settings, pictures, videos, and text they post online could be made available to individuals for whom it was not intended.

2.4 VOLUNTEER CONDUCT

Volunteers must at all times conduct themselves in a courteous, civil and professional manner. Conduct that may be characterized as uncivil, abrasive, hostile or obstructive impedes the Town's business. Volunteers shall always conduct themselves in the best interests of the Town, its employees and its citizens.

In furtherance of these policies,

1. All volunteers are expected to conduct themselves according to the highest standards of courtesy and professionalism and owe each other, their supervisors and the citizens of the Town respect, diligence and protection against unjust and improper criticism or attacks. Demeaning, intimidating or threatening behaviors that affect the ability of the Town employees and staff to conduct Town business depart from the standard for civility and respect and have no place in the community.

2. In recognition of the foregoing, if any volunteer believes in good faith that a person's conduct or behavior is contrary to the objectives stated in these standards, he/she shall call attention to the behavior to the offending party and request that the offending behavior be stopped immediately and file a report with his/her supervisor.

2.5 SUSPECTED MISCONDUCT/DISHONESTY

Like all organizations, the Town of Middletown is faced with risks from wrongdoing, misconduct, dishonesty, and fraud. The Town must be prepared to manage these risks and their potential impact in a professional way.

The impact of misconduct and dishonesty may include the following:

- The actual financial loss incurred
- Damage to the reputation of our organization and our employees
- Negative publicity
- The cost of investigation
- Loss of employees
- Loss of customers
- Damaged relationships with our contractors and suppliers
- Litigation
- Damaged employee morale

Our goal is to establish and maintain an environment of fairness, ethics, and honesty for our employees, volunteers, our residents, our vendors, and anyone else with whom we have a relationship. The Town is committed to the deterrence, detection, and correction of misconduct and dishonesty. The discovery, reporting, and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

For purposes of this policy, misconduct and dishonesty include but are not limited to the following:

- Acts that violate the Town of Middletown's Charter and ordinances
- Theft or other misappropriation of assets, including assets of the Town, our residents, vendors or others with whom we have a business relationship
- Misstatements and other irregularities in Town records, including the intentional misstatement of the results of the operations
- Wrongdoing
- Forgery or other alteration of documents
- Fraud and other unlawful acts
- Any similar acts

The Town of Middletown specifically prohibits these and any other illegal activities in the actions of its employees, volunteers, managers, executives, and others responsible for carrying out the Town's activities, including its volunteers.

We ask that volunteers report in a timely manner any suspected misconduct or dishonesty to his or her supervisor.

2.6 CUSTOMER SERVICE

The Town of Middletown is committed to excellence in Customer Service. Through our continued efforts to improve the delivery of superior quality services to the community, the Town strives to be responsive, proactive and in touch with the changing needs and expectations of the Middletown community. By setting a high standard of professional and ethical conduct, the Town promotes an environment of open and honest government that takes pride in responding to the needs of our customers.

2.7 PERSONAL PROPERTY / WORKPLACE PRIVACY

Volunteers should have no expectation that their workplace and/or materials contained within their workplace are private and not subject to disclosure. From time to time, supervisors and other authorized persons may have a legitimate business need to enter a volunteer's workplace including, but not limited to, offices, Town vehicles, computers, cabinets, and desks (including personal property brought to the workplace, which is used in the course of day-to-day business) to search for documents, files and other work related items. In addition, in cases of suspected misconduct or criminal activity, the Town may search the workplace for evidence of such misconduct and will cooperate with law enforcement officials in any criminal investigation.

2.8 HARASSMENT / SEXUAL HARASSMENT POLICY

The Town of Middletown is committed to maintaining a work environment that is free of inappropriate or disrespectful conduct, where bigotry and intolerance, including unlawful discrimination on the basis of gender, sexual orientation, gender identity and expression, race, color, ethnicity, religious beliefs, disability, or age, have no place, and where any form of coercion or harassment that insults the dignity of others and interferes with their freedom to work is unacceptable. Harassment of any kind may subvert the mission of the Town and threaten the careers, experience, and well-being of employees, and therefore it is prohibited.

Definitions

(A) Harassment:

The Town of Middletown defines harassment as unwelcome verbal or physical conduct which on the basis of gender, sexual orientation, gender identity or expression, race, religion, national origin, age or physical ability has the purpose or effect, from the point of view of a reasonable person, either of:

1. Unreasonably interfering with an individual's work performance, or employment opportunity, or
2. Creating an intimidating, hostile, or offensive work environment.

Harassment can take many forms and can include slurs, comments, jokes, innuendoes, pictures, cartoons, pranks or other verbal or physical conduct, which is based upon a person's protected status. (i.e. race, religion, creed, color, national origin, gender, sexual orientation, gender identity or expression, age, or disability).

(B) Sexual Harassment:

Sexual harassment is a type of harassment and occurs when the verbal and physical conduct described above is sexual in nature or is gender-based, that is, directed at a person because of their gender. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Sexual harassment is a form of unlawful gender discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual.
3. The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

1. Unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks based on gender
2. Physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement
3. Posting of sexually suggestive or derogatory pictures, cartoons, or drawings, even at one's work station;
4. Unwanted sexual advances, pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluation, work assignments, advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

(C) Workplace Misconduct:

Workplace misconduct, which does not meet the definition of harassment as described above, is inappropriate or offensive conduct and is unwelcome, unsolicited and disrespectful of the individual. Workplace misconduct is prohibited by the Town of Middletown. Examples of workplace misconduct would be joking, teasing, spreading rumors, yelling, cursing, threatening, or conduct which has not become pervasive or egregious enough to meet the legal definition of harassment or sexual harassment.

Harassment, particularly sexual harassment, can be difficult to define. Misconceptions abound. For this reason, the Town of Middletown strongly urges employees and volunteers to use the harassment reporting policy to report all incidents of suspected harassment, sexual harassment or other inappropriate behavior as soon as possible. This policy is intended to assist the Town in addressing not only illegal harassment, but also any conduct that is otherwise offensive and inappropriate and to support the Town of Middletown's commitment to maintain a respectful and productive workplace for all employees and volunteers.

Complaint Reporting

The Town of Middletown is committed to diligently enforcing its harassment/sexual harassment policy by promptly and impartially investigating all complaints. When any form of harassment is discovered, the Town shall take appropriate disciplinary action, up to and including termination. The complaint procedure is designed to handle complaints in a fair, discreet and timely manner to:

1. Decide if the behavior alleged in the complaint took place and constitutes harassment, which violates federal and/or state law and Town policy or constitutes harassment in the form of inappropriate or offensive behavior, which violates Town policy.
2. Stop the offending behavior.
3. Restore the complainant’s working environment.
4. Take steps to prevent retaliation and repetition of the harassment.
5. Educate, sanction, or discipline the harasser consistent with the seriousness of the offense.

Any volunteer who feels victimized by harassment or who witnesses harassment should report verbally or in writing to his or her supervisor immediately. If the volunteer’s immediate supervisor is the source of the alleged harassment, or is so closely associated with the source of the harassment that the volunteer does not feel comfortable reporting to that person, the volunteer may report the complaint to the department head, or department head designee, to the Chief of Police, or to the Human Resources Director.

Chief Of Police – Middletown Police Department
 123 Valley Road
 Middletown, RI 02842
 401-846-1144

Human Resources - Human Resources Department – Town Hall
 350 East Main Road
 Middletown, RI 02842
 401-846-5781

2.9 SMOKE FREE WORKPLACE POLICY

The Town of Middletown is a Smoke Free Workplace in accordance with the Rhode Island “Workplace Smoking Pollution Control Act” and is committed to providing a clean, healthy, productive, and safe environment for all employees, volunteers, citizens and visitors.

Smoking is prohibited inside all Town municipal buildings, including entrances, exits, lobbies, stairways, elevators and restrooms. Smoking is also prohibited inside all Town municipal parking and maintenance garages, and all municipal vehicles owned and leased by the Town of Middletown.

Smoking will only be permitted in outdoor areas on Town property outside of Town municipal buildings as follows:

- Outdoor areas must be physically separated from the enclosed workplace to prevent the migration of smoke into the workplace.
- Outdoor areas must be at least fifty (50) feet from any exit and entrance doorways to Town municipal buildings.

2.10 TELEPHONE USE

Town telephones are important to our everyday operation and are provided to facilitate official Town business. The use of Town telephones to receive or make personal calls is not permitted except for reasonable local incidental calls. Volunteers are required to reimburse the Town for the cost of any personal toll calls.

Individual departments may establish rules further limiting or monitoring the use of Town telephones.

2.11 SAFETY

It is the policy of the Town of Middletown to ensure that all volunteers work under the safest possible conditions in each department. To this end, every reasonable effort will be made to provide and maintain a safe and healthy work environment, safe equipment, proper materials and to establish and require safe work practices at all times. The Town expects every volunteer to make job safety a part of their daily concern. As a volunteer of the Town of Middletown, it is your duty and responsibility to observe rules of conduct and safety, to properly use any and all safety equipment provided, and to stop and immediately report any unsafe activity to your immediate supervisor. The Town of Middletown Safety Committee meets regularly to review safety concerns of employees and volunteers and to recommend health and safety initiatives and training for the Town.

2.12 ANTI-VIOLENCE POLICY STATEMENT

The Town of Middletown does not tolerate any type of workplace violence committed by or against employees or volunteers, including physical and/or verbal threats. Employees and volunteers are prohibited from making threats or engaging in violent activities. Possession of firearms or weapons of any sort on Town property or grounds by anyone other than sworn police officers authorized to possess firearms is absolutely prohibited. The Town maintains a no tolerance work place violence policy and violations of this policy constitute misconduct and may lead to disciplinary action including suspension or termination.

2.13 DRESS CODE AND APPEARANCE

It is important for all volunteers to project a professional image of the Town of Middletown. The Town expects all volunteers to maintain a neat, well-groomed appearance at all times.

2.14 TOWN RECYCLING PROGRAM

The Town of Middletown is committed to preserving our environment and therefore encourages recycling efforts town-wide. There are well-marked recycling receptacles conveniently located in all office and meeting areas within the Town buildings so that all employees, volunteers, residents and visitors can recycle appropriate materials.

ACKNOWLEDGEMENT OF RECEIPT

I certify that I have received the Town of Middletown's Volunteer Handbook.

I further understand that by signing this statement as required, I am indicating that I have read the Volunteer Handbook and understand its contents. I agree to follow the policies and procedures listed in this Volunteer Handbook.

Print Name

Signature

Date

FORWARD TO THE OFFICE OF HUMAN RESOURCES

Accepted by: _____
Signature

Date Received: _____

Title