

City of Glendale
Substance Abuse/Conduct/Harassment Policy

The City of Glendale is committed to maintaining a safe, drug-free environment for its employees. Substance abuse constitutes a major problem for any organization, resulting in morale problems, injuries, illnesses and lost productivity. As a result, the City has established a policy strictly prohibiting the possession and/or consumption of alcohol and/or any illegal drug or controlled substance by any volunteer while working in an official capacity for the City. While on duty or on City property, the unauthorized possession, use, consumption, abuse, manufacture, distribution, or dispensing of, alcohol, or illegal drugs, or other substances is strictly prohibited. Additionally, while on duty, being under the influence of alcohol, illegal drugs or other substances is prohibited. Any violation of this policy on the part of the volunteer may constitute grounds for the termination of the volunteer assignment.

The City also expects volunteers at all times to conduct themselves in a way that reflects favorably on the City of Glendale. Volunteers need to have the highest standards of ethics and should maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties and avoid any improprieties in their role as volunteers for the City of Glendale. Additionally, all volunteers are expected to respect and comply with all federal, state and local laws, including all municipal policies, rules, regulations, directives and procedures.

Harassing or discriminating behaviors directed towards any City staff members or customers on the basis of race, national origin, religion, sex, age, political affiliation, veteran status or disability are not only detrimental to the creation of a comfortable and productive work environment, but are also illegal. Harassing conduct on the part of any paid or volunteer staff members is prohibited. Any volunteer who feels that he or she has been subjected to harassment or discrimination for any reason is urged to immediately contact his or her immediate supervisor, the Program Coordinator or Human Resources.

For further information, see the Human Resources Policies and Procedures No. 105 (Equal Employment Opportunity) 503 (Workplace Harassment), 504 (Employee Conduct) & 505 (Use of Alcohol, Illegal Drugs & Other Substances) or contact the Human Resources Department. The City of Glendale's Policies & Procedures are available on the City Intranet site.

Volunteer Name: _____

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____