

American Osteopathic Academy of Orthopedics

Volunteer Policies

Standards of Conduct

American Osteopathic Academy of Orthopedics (AOAO) expects its volunteers to follow rules of conduct that will protect the interest and safety of all volunteers, staff, and the AOAO.

While it is not possible to list all forms of unacceptable behavior, the following examples of misconduct are strictly prohibited and anyone who violates these rules may be subject to immediate dismissal. Any questions about the conduct policy should be directed to the Executive Office.

- Altering AOAO reports or records;
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs while in a volunteer capacity representing AOAO;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, while in a volunteer capacity representing AOAO;
- Fighting or threatening violence while in a volunteer capacity representing AOAO;
- Threatening or intimidating management, staff, or fellow volunteers;
- Violation of AOAO's discrimination, sexual, or other unlawful harassment policies;
- Violation of AOAO's [policies](#);
- Lack of cooperation or other disrespectful conduct;
- Creating a disturbance at sponsored activities, or in areas which could jeopardize the safety of others;
- Violation of federal, state, or local safety and health rules or laws;
- Failing to report any fraudulent behavior, activities, and unsafe acts;
- Unauthorized disclosure of AOAO proprietary or confidential information;
- Unsatisfactory performance or conduct.
- Destruction of property while on official AOAO business.

Harassment and Sexual Harassment

Harassment

AOAO recognizes harassment as an unlawful employment practice and prohibits discrimination and conduct, on the part of its volunteers and employees, that can be considered harassing, coercive or disruptive. Therefore, any form of harassment on the part of any volunteer, employee, or anyone associated with AOAO who has contact with AOAO volunteers or employees will not be allowed. This policy applies while conducting AOAO business in any setting. Volunteers are protected from harassment by other volunteers or employees, as well as third parties such as clients, vendors, or other visitors

to the volunteer environment or workplace. Harassment of third parties by our volunteers or employees is also prohibited.

Harassment includes any verbal or physical conduct toward another that is based on the other's race, color, sex, sexual orientation, religion, national origin, ethnicity, disability, veteran status, or any other characteristic protected by law and that unlawfully creates an intimidating, hostile, or offensive working environment or unlawfully interferes with an individual's work or performance.

Examples of prohibited harassment under this policy are:

- Comments about a person's sex, age, race, color, religion, national origin, disability, and/or any other legally protected characteristic. These include, but are not limited to, epithets, slurs, insults, name-calling, mocking, taunts, and negative stereotyping;
- Distributing, displaying, or discussing written or verbal material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of sex, age, race, color, religion, national origin, disability, and/or any other legally protected characteristic.

This policy is intended to comply with the prohibitions stated in the various federal, state, and local laws; however, AOA's policies may prohibit forms of harassment that do not necessarily rise to the level of being unlawful.

Sexual Harassment

Sexual harassment is defined as any type of sexually oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a volunteer or work environment that is hostile, offensive, or coercive. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual jokes, language, epithets, advances, or propositions;
- Written or oral abuse of a sexual nature, including the use of sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters, or cartoons;
- Unwelcome comments about an individual's body;
- Questions regarding an individual's sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body or suggestive, insulting, or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment or promises of the same.

AOAO firmly prohibits sexual harassment. We want all volunteers and employees to know that they are not required to endure insulting, degrading, or exploitive treatment.

Harassment Concerns and Complaints

Any volunteer who believes that he or she is a victim of harassment, has witnessed harassment, or has been retaliated against for complaining of harassment, should discuss the situation as soon as possible with the Executive Committee through the administrative office, or if the volunteer is not comfortable discussing the matter with the Executive Committee or administrative office for any reason, the President of AOA.

All complaints and concerns will be addressed promptly. AOA will conduct all investigations in a discreet manner. It is intended that the privacy of the persons involved will be protected. AOA recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all volunteers and employees will continue to act responsibly.

The reporting volunteer or employee and any volunteer or employee participating in any investigation under this policy have AOA's assurance that no reprisals will be taken as a result of a harassment complaint. It is our policy to encourage discussion of the matter and to help protect others from being subjected to similar inappropriate behavior.

Harassment will not be tolerated. Appropriate corrective action, up to and including removal from volunteer position or employment, will be taken to remedy all violations of this policy.

No Retaliation

It is strictly prohibited for any volunteer or employee to take any adverse action or to retaliate against a volunteer or employee who has exercised a legal right, opposed or participated in investigating an unlawful or unethical practice, or otherwise engaged in any legally protected activity, including bringing a complaint under this policy.

Volunteers who feel they are being retaliated against in violation of this policy should report this conduct immediately to the Executive Committee through the administrative office, or if the volunteer is not comfortable discussing the matter with the Executive Committee through the administrative office for any reason, the President of AOA.

Threatening, Bullying, or Violent Behavior

Any kind of intimidation, bullying, and/or harassment violates AOA policy. No volunteer or employee, including managers, or executives, shall be allowed to harass any other volunteer, employee, or member of the general public by exhibiting behavior including, but not limited to, the following:

- Verbal threats toward persons or threats to damage property;
- The use of vulgar or profane language toward others;
- Disparaging or derogatory comments or slurs;
- Offensive sexual flirtations and propositions;
- Verbal intimidation, exaggerated criticism, and name calling;

- The use of force or coercion to abuse, intimidate, or to aggressively impose domination over others.

Any physical assault such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person is prohibited.

These prohibitions apply not only to the volunteer environment during working time, but also to all volunteer-related social functions, and also to volunteer-related travel and electronic media including e-mail, the internet, and voicemail.

Under no circumstances are the following items permitted at AOA sponsored activities, including parking areas:

- All types of firearms;
- Switchblade knives and knives with a blade longer than four inches;
- Dangerous chemicals;
- Explosives including blasting caps, chains, and other objects used for the purpose of injuring and/or intimidating.

Volunteers without fear of reprisal, have the responsibility to bring any form of intimidation/bullying, threats, or harassment to a member of management's attention. Upon knowledge or request, AOA will investigate the circumstances and review the results of their investigation with the person making the complaint.

If reasonable cause exists to conclude that behavior of a threatening nature may have occurred, the volunteer(s) or employee(s) involved will be immediately removed while an investigation is conducted.

AOAO reserves the right to involve law enforcement officers in the resolution of a threatening situation and may find it necessary to obtain legal restraining orders to prevent individuals from admittance to any AOA sponsored activity.

Any volunteer engaging in harassment, threats directed at other volunteers or employees, or behavior of a threatening or intimidating nature will be dismissed from the volunteer program.

Confidential Information

The AOA takes steps to maintain the confidential nature of its confidential and proprietary information. Confidential information includes, but is not limited to, proprietary technical, business, financial, supplier, customer information, sales figures, business plans and projections, profit and performance reports, vendor information, growth strategies, product and services information, and techniques and methods of operation that are not readily available to the public and that are maintained as confidential by the AOA. Volunteer leaders may not discuss with outsiders or use any confidential information or trade secret information without prior authorization from the AOA. All volunteer leaders must maintain as confidential all confidential information. Volunteer

leaders are prohibited from disclosing such confidential information and from using such information for personal gain. Nothing in this policy is intended to restrict or inhibit a volunteer's ability to bring complaints of suspected unlawful conduct to the attention of any government agency.

If a volunteer has any questions regarding the confidential nature of any AOA information, the volunteer should discuss the matter with the administrative office. Volunteers may be required to sign separate agreements governing their use and non-disclosure of confidential information.

Reasonable Accommodation for Volunteer Leaders with Disabilities

AOAO is committed to providing reasonable accommodations to volunteers with disabilities when requested and appropriate. In general, it is a volunteer's responsibility to notify the AOA of the need for accommodation. Upon doing so, the volunteer may be asked for input on the type of accommodation believed to be necessary or the functional limitations caused by the volunteer's disability. Also, when appropriate, we may need the volunteer's permission to obtain additional information from the volunteer's physician or other medical or rehabilitation professionals.

Drug Policy

The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals in the volunteer environment. Volunteers must advise the administrative office if they are taking any prescription or over-the-counter drug which could adversely affect safety or performance.

Dress Code

Volunteers are representatives of AOA and are responsible for presenting a positive image to constituents and the community. Volunteers will dress appropriately for the conditions and performance of their duties. Individual volunteers will be informed of the dress standard for their duties at the time of assignment.

Safety

AOAO aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of his or her service, it is important that the volunteer notify the administrative office immediately. Volunteers should also complete an incident report with the appropriate individuals depending on the location.

Attendance

Volunteer attendance is important to the operation of each program. Volunteers should notify the administrative office in advance if they are unable to be present or perform duties on their scheduled day of service.

Volunteer Leader Acknowledgment

I acknowledge receipt and agree to adhere to this policy.

Volunteer Leader's signature

Volunteer Leader's name

Date