To request translation or disability-related accommodations, please contact us at **DTDcompliance@clackamas.us** | **503-742-4400**.

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al **DTDcompliance@clackamas.us** | **503-742-4400**.

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по:
DTDcompliance@clackamas.us | **503-742-4400**.

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними:
DTDcompliance@clackamas.us | **503-742-4400**.

如需翻译服务或残障相关的协助，请与我们联系：
DTDcompliance@clackamas.us | **503-742-4400**。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **DTDcompliance@clackamas.us** | **503-742-4400.**

Clackamas County
www.clackamas.us

	CLACKAMAS COUNTY
CLACKAMAS COUNTY	TITLE: Advisory Body & Volunteer - Code of Conduct Policy

Table of Contents		Page Number
I.	PURPOSE/SCOPE	1
II.	POLICY	2

I. PURPOSE/SCOPE

To communicate the expectations for Clackamas County advisory board/volunteers to demonstrate the highest standards of legal and ethical conduct in service to the county.

The Core Values of Clackamas County are *Service, Professionalism, Integrity, Respect, Individual Accountability and Trust.* The volunteer code of conduct is intended to clarify the importance of Our Core Values and to ensure that public participation at Clackamas County is safe and welcoming.

Clackamas County is committed to providing consistently high quality services and supports to clients and community at large consistent with our mission and goals. This includes maintaining a culture that promotes ethical behavior and a welcoming environment.

Clackamas County recognizes that its greatest strength lies in the talent of its employees, volunteers and governing/advisory boards, and expects its employees, volunteers and governing/advisory board members to treat their clients and colleagues with respect, dignity, and courtesy and to avoid conflicts of interest, or the appearance of such conflicts.

It is important for Clackamas County volunteers and governing/advisory board members be committed to:

- Immediately acknowledge any biased, discriminatory, or harassing behavior in a meeting environment.
- Creating a safe, comfortable meeting environment in which all members and the public at-large feel heard and encouraged to fully participate.

As such, Clackamas County volunteer and governing/advisory board members should be sensitive to the way in which their actions and communications may be received by others.

Although each individual is ultimately responsible for their own conduct, Clackamas County is committed to assisting its governing/advisory boards and volunteers in these efforts by maintaining an environment that promotes these standards and encourages volunteers and governing/advisory boards to demonstrate the highest ethical standards in performing their advisory or volunteer role.

II. POLICY

A. Clackamas County encourages volunteers and governing/advisory board members to demonstrate the highest ethical standards in performing their advisory or volunteer role.

B. That Code of Conduct requires that all members of Clackamas County Governing/Advisory Boards or Volunteers:

(1) Serve the best interest of the advisory board or committee as a whole regardless of personal interests;
(2) Conduct open, fair and well-publicized meetings;
(3) Treat all staff, colleagues, and members of the public with respect and dignity (without regard to race, religion, creed, color, gender, economic status, sexual orientation, age, or any other characteristic):
(4) Embrace and adopt the County's - Our Core Values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust.
(5) Provide opportunities for meaningful participation by all communities.
(6) Perform duties without bias for or against any individual or group;
(7) Act within the boundaries of authority as advisory to the Board of County Commissioners;
(8) Comply with all other aspects of Oregon public records law, public meeting law, ethics law, and election laws;
(9) Report all concerns or alleged violations promptly to advisory body Chair and staff liaison and/or their director;

Advisory body/volunteer liaison Responsibilities

1. Model ethical behavior and foster a culture of transparency by listening and being receptive to volunteer and governing /advisory board member's concerns about observed or perceived issues.
2. Monitor and ensure compliance with the Code of Conduct, County policies and standards, and federal, state and local laws and regulations.
3. Take corrective action to report or address issues and violations not consistent with the Volunteer Code of Conduct
4. Prevent retaliation against any governing/advisory body member or volunteer who reports or assists in an investigation into an issue or possible violation.

All county staff have the responsibility to report behavior not consistent with the volunteer code of conduct to a supervisor, manager or director. The report will be investigated and action will be taken to resolve the issue up to or requesting the Board of County Commissioners remove the volunteer in question.

Removal Process:

Any member of a Clackamas County Advisory Board or Commission (ABC) may be removed by a vote of the Board of County Commissioners (BCC). The BCC may enter an order removing an ABC volunteer if the BCC finds any of the following:

a) It's in the best interests of fellow ABC volunteers
b) The volunteer in question has failed to regularly follow the Advisory Board or Commission's adopted bylaws; or
c) That the volunteer has failed to comply with the code of conduct.