

CITY OF BRANDON

VOLUNTEER HANDBOOK



Welcome to the City of Brandon's Volunteer Program!

Volunteers play a vital role in many City programs and activities. By volunteering your time, energy and skill in Brandon, you are helping us provide the very best service for our community. Thank you for becoming a valued member of Brandon's volunteer team.

Volunteer Program

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Introduction

Welcome

The City of Brandon's Volunteer Program has been designed to help ensure that opportunities exist for any interested person or persons to volunteer. We recognize that potential volunteers have a wide range of backgrounds and skills ranging from school children who are eager to feel involved, to retired individuals who have taken up new skills and hobbies that are looking for an avenue to demonstrate this talent. The goal of the Volunteer Program is to not only to recruit and place interested persons in volunteer positions, but also to recognize and promote them as important contributors to the success of our community activities, programs or events. Volunteers are truly an essential part of the City of Brandon. City officials and staff welcome your assistance and are endlessly impressed with your enthusiasm and skillfulness.

Mission

Brandon's Volunteer Program is designed to encourage citizens of all ages to become involved in enhancing and augmenting the delivery of City services to its residents. Volunteering is a way for people to participate in local government and positively contribute to its effectiveness. Democracy is advanced through the active participation of residents, citizens, businesses and service groups and we encourage community members to volunteer within all appropriate programs and activities of the City. Brandon's Volunteer Program also helps to connect our community by directing individuals and groups to service opportunities in agencies and organizations that support the larger Brandon community.

Benefits

Giving is one of the reasons why people volunteer. Their contributions to others and to their communities bring them feelings of self-fulfillment and the knowledge that they have made a difference. Volunteering is also a way of saying thank you. It's a way of recognizing the countless others who, in big ways and small, have made life richer and better through donations of time and effort. However there is more to volunteering than giving, you also gather personal benefits and enhance your personal growth by;

- having increased social awareness;
- learning new skills through service;
- enjoying better health;
- gaining self-confidence;
- discovering your strengths and talents;
- building a sense of independence; and,

- expanding your social circle.

And volunteering gets you ready for the workforce. By volunteering you:

- develop new skills;
- gain work experience;
- explore career options; and,
- develop a job-finding network.

Services to Volunteers

To serve prospective and current volunteers, the Volunteer Program office:

- maintains a database of volunteer opportunities within and outside of the City;
- publicizes volunteer opportunities electronically and in print;
- conducts orientation and screening interviews;
- refers prospective volunteers to City departments and to outside agencies; and,
- offers City-wide recognition and continuing education for volunteers.

Contact Information

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City Information

History

In May of 1881, General Thomas Rosser chose a location for a major divisional point of the Canadian Pacific Railway and named this new town site “Brandon” for the nearby Brandon Hills. With that, hundreds flocked to Brandon to gain a foothold in the new development and to reap the benefits of the rich and abundant farmland. They came quickly and before they could put up permanent structures, new habitants arrived and pitched their tents, sure to be charter participants in the new West. It grew so rapidly that it never attained the status of a village or a town, but became a city overnight. Brandon was officially incorporated as a City on May 30, 1882.

Brandon Today

Brandon is a progressive community nestled along the Assiniboine River in the heart of Southwestern Manitoba. Brandon continues to prosper without forsaking the high “Quality of Life” its residents work diligently to maintain. Advances in transportation and technology have created an enormously enticing situation for the city's residents. Brandon is the regional center of Western Manitoba with a population of approximately 43,000 and a trading area of 180,000.

City Government

The Council of the City of Brandon is responsible for the overall development and evaluation of policies and programs of the municipality, ensuring that all powers, duties, and functions of the municipality are appropriately carried out. The City Council is also responsible for carrying out the powers, duties, and functions expressly given to Council under the provisions of The Municipal Act, and any other Act of the Manitoba Legislature.

The Mayor

The Mayor is the Chief Elected Officer of the City of Brandon elected by the City at large. His/Her Worship chairs Council meetings and works as a member of City Council in making decisions on behalf of the City of Brandon and his/her citizens. These decisions can range anywhere from zoning matters, by-laws, financial issues, hosting large events, to personnel and budget issues.

His/Her Worship attends various functions, such as ribbon cutting ceremonies, grand openings, conferences and many other special events on behalf of the

City. The Mayor continually promotes our City and works to attract new businesses and events.

City Councillors

The City of Brandon is divided into ten (10) electoral wards. One Councillor is elected to represent each ward on City Council. The term of office for all members of Council is four years.

Councillors in the City of Brandon consider the well-being and interests of the municipality as a whole and bring to Council's attention issues that promote the well-being or interest of this community and its citizens. They participate generally in the development and evaluation of various policies and programs in the municipality. Councillors participate in meetings of Council, its committees, and other civic bodies as well as performing any other duty or function imposed on the member by the Council or by any Act of the Manitoba Legislature. Any matters that are discussed at meetings closed to the public are kept in confidence until the matters are discussed at an open meeting of Council.

City Manager's Office

The City Manager is the Chief Administrative Officer and in that role is responsible for overseeing the departments and duties that are defined by Council to be carried out under City operations.

The City Manager is the link between Mayor and Councillors, and the City employees. It is his/her job to coordinate employee advice to Council and to ensure that Council's decisions are carried out.

City Divisions

The City is comprised of four major divisions, each consisting of a number of departments to better serve the organization and the public. These are Corporate Services Division, Development Services Division, Operational Services Division and the City Manager Division. Many of these divisions have volunteer opportunities and others are continuously defining new opportunities for volunteers. Your department will provide you with training at the start of your volunteering and will do everything possible to make your experience a positive one.

Corporate Services Division

The Corporate Services Division consists of four departments. They are as follows; Emergency 911, Emergency Coordination, Information Technology and the Treasury Department.

Emergency 911

The City of Brandon provides E911 services to the Province of Manitoba (excluding the City of Winnipeg).

Emergency Coordination

The Emergency Preparedness Program has been developed and maintained by the City's Emergency Coordinator. The program focuses on ensuring the citizens and emergency responders of Brandon are readily prepared to deal with any type of emergency in our community.

Information Technology

The Information Technology Department is responsible for all the computer related technology used within the City of Brandon. The functions of this department are split mainly between hardware and communication services and software services. The Information Technology Department provides a wide range of services to all departments of the City of Brandon.

Treasury

Treasury employees ensure the City's financial obligations are being met. A high level of expertise is required to maintain a balanced municipal budget and to meet the reporting criteria set out under Provincial and Federal legislation. Along with the financial responsibilities of the City Treasurer, the area provides the purchasing and licensing obligations for the City.

Development Services Division

The Development Services Division consists of three departments; they are Engineering, Water Treatment Plant and the Waste Water Treatment Plant.

Engineering and Development Services

The Engineering Department performs the planning, design and contract administration functions required for the major maintenance and new construction of the City's infrastructure needs and systems. The Planning and Development Section works with residential, commercial and industrial developers as proposals come forward for growth within the City. This division also looks after the various engineering permit requirements and the collection of fees and damage deposits. The Property and Traffic Section manages the real estate transactions for the City and makes determinations on traffic related signage through the community.

Water and Waste Water Treatment

Water and Wastewater Treatment includes all operations required to deliver safe, potable water to the public and return the used water to its source for further use by others.

Operational Services Division

If you have traveled on a City Street, throw out your garbage, have the snow plowed from your street, ride a transit bus, encounter a construction detour, use the bicycle path/walkway system, or use the airport, you have a feel for the types of functions which are the responsibility of the Operations Department. Operational Services consist of Community Services, Lean, Public Works, Transportation and Sanitation.

Community Services

Community Services works to strengthen our community by helping identify or develop groups to build and provide services to the citizens of Brandon. Their overall focus is to encourage the community to build itself. Community Services deals in a number of major issues areas such as the City of Brandon Sportsplex, recreation, culture, environment, community strategic plan, youth and volunteers.

Public Works

The Public Works section ensures the streets are maintained in terms of surface condition, snow management and cleaning, traffic control devices installed and maintained, civic buildings are maintained, sidewalks and curbs repaired, and our underground water distribution, wastewater collection and drainage systems are maintained. The Parks and Cemetery Section of the Public Works Department maintains the City's green spaces, cemetery, and recreation facilities. All the beautiful flowers and green spaces you see throughout the City are designed and maintained by Parks. Parks is also responsible for maintaining the municipal golf course in the summer and providing challenging but safe ski and skating services in the winter.

Transportation

Transportation Services includes all operations essential to deliver a scheduled public transportation service throughout the City. This section includes the airport which provides for maintenance of both the ground and air side facilities. Fleet Management purchases and maintains vehicles and equipment for the City's use. City Stores provides parts and materials for Fleet Maintenance as well as general stores for the City organization. This section also provides service to the Brandon School Division and Emergency Services. Finally, under transportation, Brandon Transit provides services related to general bus service, information services and handi-transit services.

Sanitation

The Sanitation Section is responsible for all operations that are included in the collection and disposal of solid waste properly. With the advances in technology that are resulting from the more recent emphasis on the environment, new ways of recycling waste are being identified and as well the collection of solid waste the sanitation department is forever changing.

Lean

The Lean Department is responsible for looking at better ways and processes to improve the efficiency throughout the City of Brandon. Different departments, job duties and tasks are examined and more efficient options are explored to increase productivity of all departments.

City Manager Division

There are five key departments that fall under the City Managers Division; the City Clerks office, Human Resources, Economic Development, Fire and Emergency Services and Police Services.

City Clerk

The City Clerks' Department provides advisory and administrative support to City Council and its individual members by working with the City Manager, City Departments, other agencies, and the public on various matters being submitted to and/or originating from City Council. The City Clerk's Department has four (4) areas of responsibility including Community Information, Council Services, Heritage Resources, and Records Management.

Human Resources

Human Resources ensure the best people are hired and retained in the organization. It works with each Department to develop training and development programs to meet the organization's long term needs. HR is the central hub for the coordination and delivery of recruitment programs, labour relations initiatives, compensation packages, leadership development, benefits programs, and the payroll function for the organization.

Economic Development

Economic Development Brandon, in partnership with the community, works to strengthen and diversify the local economy through the development and implementation of proactive economic development strategies, while simultaneously marketing Brandon as a great place to live, work and invest in. The Economic Development Brandon Office works to create a positive environment within which businesses can flourish and expand, and which is conducive to attracting new enterprise to the community. Information is the primary tool for the Economic Development Office. In addition to providing information, the office also provides promotional materials, relocation packages and a photo library, a website to allow ease of access to information, and statistical and demographic information.

Fire and Emergency Services

The Fire and Emergency Services Department provides a variety of services to the City and surrounding area. These services include fire suppression and protection, fire prevention and inspection, rescue services (water, ice, high angle, farm accident, motor vehicle, etc.), emergency medical services including

ambulance transport and advanced medical skills. We enforce the Fire Code and provide an extensive public fire safety education program.

Police Services

The Brandon Police Service (BPS) is made up of dedicated men and women working toward a vision of “*Community First.*” Their mission is to our community, and they value: peace and order, the protection of lives and property, the prevention, reduction and detection of crime through unique strategies while partnering with all people in achieving a safe community.

Volunteer Safety and Health

Volunteer safety and health is an integral part of the City of Brandon. It is part of our operations and is there to protect our employees, volunteers, clients, property, the environment, and the public.

Included in the appendices of this document are the City of Brandon General Safety Rules

Safety Policy

It is the policy of the City of Brandon to provide every employee and volunteer with a safe and healthful working environment. To accomplish this, the City of Brandon is committed to compliance with “The Workplace Safety and Health Act”.

The City of Brandon Safety Policy states;

“The City of Brandon recognizes the health and safety of employees is of primary importance. It is the intention of the city, with full participation and support of the union and management, to establish and maintain effective guidelines.”

This policy and the related procedure is posted on all safety bulletin boards in the organization and available from any Safety Committee Member.

Safety Pledge

Safety is everyone’s responsibility and all employees / volunteers are expected to ensure that proper safety procedures are followed at all times to prevent accident or injury. All new employees are required to take the “Commitment to Safety Pledge” which states as follows:

“I pledge to promote a safe and healthy environment for all employees, to adopt safe work practices myself, and to encourage everyone to do the same.”

This commitment to safety does not just fall with our employees, but is a commitment that must be made by our volunteers. We all must take active measures to ensure the safety of ourselves and the people who work around us. None of us can be successful in whatever we undertake, if as a result someone is hurt in the process.

Personal Protective Equipment

Every worker at all times when the nature of the work requires, shall use all devices and wear all articles of clothing and personal protective equipment designated and provided for protection by the City, or required by the regulations to be used and worn. Volunteer responsibilities include understanding and following legislation, following safe work procedures, reporting immediately unsafe acts, workplace hazards, accidents, near accidents, injuries and illnesses, and co-operating with the Workplace Safety and Health Committee and others on safety and health issues.

Your supervisor will keep you informed of the specific safety requirements in your section throughout your volunteer assignment with the City.

Personal Health Information

The Personal Health Information Act (PHIA) is a statute of the Province of Manitoba which recognizes that health information is personal and sensitive and that its confidentiality must be protected. The purpose of this policy is to provide individuals with an understanding of PHIA as it pertains to the City's records and to ensure the manner in which the City may collect personal health information is controlled. Unauthorized use, disclosure, or destruction of personal health information by a volunteer may result in personal liability for that volunteer.

Every volunteer is required, as a condition of volunteer position, to sign a pledge of confidentiality acknowledging they have read the PHIA Policy and understand its contents.

Emergency Procedures

Each facility has 'first aiders' available to assist employees and volunteers in need. Please contact your safety representative or supervisor if you are interested in this volunteer role.

Fire Extinguishers: Training on the types and safe use of fire extinguishers is provided by the Fire Department to employees free of charge, usually once a year, on an as needed basis. Please contact your supervisor for more information.

Facility Emergency Plan: A copy of this plan for your workplace will be made available to you by your supervisor. Please familiarize yourself with this plan and your role in the event an emergency occurs. The plan covers appropriate

responses for emergencies requiring such action as evacuation and shelter-in-place.

Evacuation Plan: Familiarize yourself with your buildings' evacuation plan. When meeting with clients or customers it is your responsibility to see they are safely evacuated. Every meeting room has an evacuation route posted on or near the door. During an emergency elevators are not be used, take the stairs. In the event of handicapped persons, wait for emergency personnel as they know the proper technique for transporting these persons up or down stairways.

Freedom of Information and Protection of Privacy Act (FIPPA)

FIPPA sets out requirements that public bodies must follow to protect the personal information that they hold. These requirements embody the principles of 'fair information practices' which are increasingly accepted around the world. While fair information practices may be formulated differently from one country or organization to another, they are based on the following minimum standards:

Collection

Organizations must collect personal information from the individual concerned, except in specified circumstances, and collect only what is required.

Use

Personal information collected for one purpose cannot be used for another purpose, without the consent of the individual.

Disclosure

Personal information cannot be released to another organization or individual, except in specified circumstances.

Information Management

Records and data management procedures must be followed to ensure that personal information is secure and not retained any longer than necessary.

Individual access

An individual must be able to access his or her own personal information and to correct or annotate this information.

All requirements and procedures will be followed by the City of Brandon when attaining, collecting and storing of volunteers personal information.

Openness

Documentation about information management policies and practices, as well as about personal information holdings, should be available to the public and easily understandable.

Accountability

Organizations are accountable for their personal information policies, practices and holdings. They shall designate an individual who is responsible for the organization's compliance with fair information practices.

Independent Review

There should be an avenue of independent review for individuals concerned about the personal information policies, practices or holdings of an organization.

Harassment

The City will not condone the acts of harassment in the workplace or in connection with the workplace. The purpose of this policy is to recognize the many types of harassment that may occur in the workplace and to encourage a work environment where volunteers are treated with courtesy and respect by their co-workers. The policy provides a process by which allegations of harassment can be acted upon with the hope that traumatic consequences to anyone can be avoided.

Volunteers and city staff will neither practice nor tolerate discrimination or harassment against any staff member or volunteer on the grounds of race, creed, colour, place of origin, ancestry, citizenship, political or religious affiliation, sexual orientation, age, marital status, family relationship, economic status, identity or disability.

Code of Ethics

The maintenance of public trust and confidence in municipal government and the services it provides requires high standards of ethical conduct by Municipal employees.

The protection of the public interest is to be taken as the true underlying intent of the code. The policy encourages high ethical standards among municipal employees and volunteers and provides criteria by which conduct will be evaluated.

All allegations and inquiries relating to unethical conduct by volunteers will be investigated and recommendations will be made on the appropriate action to be taken.

All volunteers will be kept informed, on an on going basis, of the City's policies on ethical behaviour, and will be expected to conduct himself/herself with the integrity necessary to satisfactorily perform his/her duties with the City.

In the appendices of this document there is a Code of Ethics document that must be signed by each volunteer.

Guidelines and Procedures for City of Brandon Volunteers

Volunteers must comply with the guidelines and procedures outlined in the City of Brandon Handbook. They must also abide by the same rules of conduct, ethical standards and confidentiality that govern staff.

Assignments – There are many types of volunteer positions in Brandon. Your project may be short-term or long-term, done by a group or by an individual, and may be completed within a defined period or ongoing.

Attendance – Volunteers are an important part of City operations and are therefore expected to report for duty to their assigned work sites as scheduled. If you will be unable to work your shift, please call your supervisor, giving as much advance notice as possible. If you are going to be absent for an extended period of time, please also notify the Volunteer Coordinator at _____.

Attire – Volunteers should maintain a neat, clean and professional appearance, appropriate for the work site location and activity.

Background Checks – as stated on the Volunteer Application, depending on the nature of the volunteer assignment and in accordance with federal, provincial, and local requirements, volunteers may need to complete a criminal background check and/or reference check.

City Property – Volunteers must safeguard City of Brandon property and not remove or use City property for any personal purpose.

City Vehicle – At the direction of your supervisor, you may use a City vehicle to accomplish City business. If you are authorized to use a City vehicle, you must be a licensed driver, obey all traffic laws (including parking regulations), and not allow unauthorized persons to operate or ride in a City vehicle.

Commitment of Time – We ask that volunteers fulfill the time or project commitment they have agreed to.

Communications – Brandon's communication systems, including telephones, e-mail, voice mail, faxes and Internet, are available to conduct City business in a timely and efficient manner if it needed and required by the volunteers position. All communications must be professional and appropriate, and personal use is limited to emergencies. All electronic data are the property of the City of Brandon and may be considered public record.

Confidentiality – Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they have access while serving as a volunteer. This includes information concerning personnel matters, members of the community or related to City business.

Diversity – Volunteer recruitment in Brandon targets the broadest possible community involvement representing the diverse population of the City of Brandon.

Identification – Volunteers should wear the City-issued identification name badge when appropriate while on assignment as a volunteer in the City of Brandon. The name badge not only identifies you as a volunteer, but helps your co-workers remember your name. The name badge should be used only when volunteering for the City and at no other time. Volunteers may be required to return their name badge to their supervisor or to the Volunteer office when they complete their service to the City.

Injuries - Tell your supervisor immediately about any accident or mishap on the job, no matter how minor. In the event of an incident that results in an injury, your supervisor will direct you to treatment and will provide the appropriate forms that should be filled out. It is your responsibility to tell your supervisor if you have been assigned a task that might endanger your health or safety.

Media Contact – No volunteer should discuss or publicize any of the confidential aspects of their work in oral, written or any other medium of communication to the media or any other outside agency. Details of their volunteer work can be discussed with representatives of the media without discussing sensitive information.

Orientation and Training – City of Brandon volunteers will be provided the orientation, training and supervision necessary to successfully complete the assigned tasks.

Personal Information – Please notify the Volunteer Resources office of any changes in your name, address, phone number or e-mail address. We want to stay in touch. Contact 729-2282 for more information.

Professional Standards – Volunteers should respond with courtesy, helpfulness and respect to all regardless of race, religion, ethnic origin, age, gender, disability, or economic and social status.

Recognition – Departments recognize their volunteer's commitment in many different ways. Departments may recognize their volunteers locally in a more personal way. In addition volunteers are recognized through the Mayor's Volunteer Service Awards.

Resigning or Taking a Leave – Volunteer assignments may end when the project is complete, when you have completed your specific time commitment, or when you must, for any reason, end your service. If you need to resign or take a leave from your volunteer position, please notify your supervisor and the

Volunteer Resources office as soon as possible (we request two weeks notice). Please confirm that all your hours are recorded and return your volunteer name badge to your supervisor. Ask your supervisor for an exit survey so we can learn and grow from your volunteer experience.

Safety – The City of Brandon regards its paid and unpaid personnel (staff and volunteers) as its most valuable asset. Therefore, the practice of safety and the prevention of accidents are important responsibilities for all volunteers. Please report any unsafe condition to your supervisor.

Surveys – Each regular service volunteer should complete a volunteer survey on an annual basis. When leaving a volunteer position, please help us by completing an exit survey provided by your volunteer supervisor.

Termination – Volunteers who do not adhere to the guidelines and procedures outlined in this Handbook or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. A volunteer may be terminated at any time without appeal and the City is not required to provide a reason for dismissal.

Appendices:

Appendix 1: City of Brandon General Safety Rules

Appendix 2: Code of Ethics

City of Brandon General Safety rules

The following safety rules are written for **YOUR** protection. No action, which violates these safety rules, risks the health and safety of an employee, co-workers or the public, or which may cause damage to equipment, machinery or tools is permitted.

1. All incidents and unsafe conditions, including “near miss incidents”, and serious incidents causing injury must be reported to your supervisor immediately.
2. All improvement orders or stop work orders issued by Workplace Safety and Health Officers or other authority will be given to the Department Manager immediately with advice to the City Safety Coordinator
3. First-aid treatment is to be obtained promptly for an injury.
4. Any threatening or suspicious behaving individual encountered during the course of conducting City business shall be promptly reported to a supervisor.
5. Employees shall not leave any other employee alone with a person who may appear, for whatever reason, to pose a potential threat to the personal safety and well-being of that employee
6. Consuming, being under the influence or being in possession of illegal drugs while operating City owned, leased, rented equipment or on City property or job-site is prohibited.
7. Consuming, being under the influence or being in possession of alcohol while operating City owned, leased, rented equipment or on City property or job-site is prohibited.
8. Smoking is not permitted in areas designated as non-smoking, these non smoking areas include City owned, leased, or rented vehicles and all buildings including storage and equipment sheds.
9. Fighting, horseplay or otherwise interfering with other employees or their personal property is prohibited.
10. Theft, vandalism or any other abuse or misuse or unauthorized use of City property is prohibited.
11. Equipment, machinery and tools are to be inspected prior to use, if defects or hazards are identified the equipment is to be tagged out of service Do Not Use and reported to your supervisor for correction.

12. No equipment that has been tagged out of service is to be used until proper repairs have been completed and tags removed by authorized personnel.
13. No equipment that has been locked out shall be used until the person who has locked out the equipment removes the lock.
14. All vehicles and mobile equipment are to be operated in accordance with all Department of Highways and Transportation Motor Vehicle regulations.
15. All servicing and repairs to equipment, machinery and tools must be done by authorized personnel. Any alterations or modifications that could impact safe operation are prohibited.
16. Only use machinery or equipment with proper guards in place.
17. Do not operate any equipment you are not trained or authorized to operate.
18. In order to maintain a hazard free work environment, every employee shall keep his/her work area neat, clean and orderly. Any potentially unsafe or unclean aspect of the working environment observed by an employee shall be promptly reported to a supervisor.
19. Firearms must not be carried or brought onto the premises or worksite while performing City work unless the task requires the employee to do so.
20. All work shall be carried out in accordance with appropriate guidelines, policies, procedures and your supervisor's direction.
21. The required personal protective equipment shall be worn at all times on the job sites.
22. Employees are responsible for understanding the safety rules outlined above and if anything is unclear they should immediately discuss their concerns with their supervisor.
23. Where any hazard to the public is caused by City employees or equipment it shall be the duty of any employee of the City who is directly involved to guard the public from the hazard until relieved.

Any infraction or disregard of the rules contained in this manual will render an employee subject to disciplinary action as defined in City policy No. 5014. Supervisory staff has the authority to suspend an employee who willfully and knowingly disobeys safety and health rules.

Code of Ethics

As a volunteer to the City of Brandon, I agree to adhere to this Code of Ethics at all times, in my service to the citizens of the City:

I pledge to:

1. Be on time for my volunteer shift, and provide my supervisor with as much notice as possible if I am unable to attend a given shift;
2. Abide by all written policies and guidelines provided to me - relevant to my volunteer work;
3. Accept orientation and training in order to provide quality service; and not to use contacts made at the City for business or personal gain;
4. Accept supervision in the performance of my duties, and not represent myself as an agent of the City or comment to the media press unless approved by my supervisor;
5. Perform all assigned tasks to the best of my ability, and not report to work while under the influence of alcohol or drugs;
6. Treat with courtesy each individual with whom I come into contact regardless of race, colour, religion, age, gender, sexual orientation or national ancestry;
7. Obey all laws and regulations, including traffic laws while volunteering for the City; and
8. Bring my best skills and abilities to my volunteer work and promote the City of Brandon.

Date

Signature