

Horry County
Human Resources Department
PO BOX 997
1301 Second Avenue
Conway, SC 29526



Phone: (843) 915-5230
Fax: (843) 915-6230

VOLUNTEER CONDUCT AND TRAINING ACKNOWLEDGEMENT

1. Rules of Conduct. Volunteers are subject to the same rules of conduct as Horry County Government employees, as set forth in the Horry County Employment Guidelines. Volunteers are expected to respect Horry County employees and members of the public at all times. Volunteers are not permitted to drive vehicles owned by Horry County Government at any time or under any circumstances without having successfully completed County approved Driver's Training and receiving express permission.
2. Volunteers have received training in Harassment and Ethics, and understand the importance of abiding by Horry County policies with respect to these matters. In the event that a Volunteer believes he or she is the victim of harassment or discrimination, he or she should report this immediately to any of the following: Human Resources, supervisor, or department head.
3. Absences. Volunteers who will be absent for any reason should notify their direct supervisor as far in advance as possible prior to the scheduled arrival time.
4. Confidentiality. It is extremely important for Volunteers to recognize and maintain the confidentiality with respect to all sensitive information concerning customers, operations, and employees of Horry County.

I have read and understand the foregoing. I acknowledge that I have received a briefing concerning the rules of conduct in Horry County, the Harassment and Ethics policies, and Safety Training. I understand further that if I violate any of these policies, my volunteer service may be terminated by Horry County Government.

**PRINTED NAME OF
VOLUNTEER:** _____

Date _____

Signature