

Smithtown Animal Shelter Volunteer Application

Name: _____

Cell: _____

Address: _____

Home: _____

Work: _____

Email: _____

Are you 16yrs or older? _____

Birthdate: _____

Emergency Contact:

Name: _____

Phone: _____

Relationship: _____

Interest(s): (check all that apply)

Dogs	Cats	Other
Walking	Socializing	Promotion
Enrichment	Foster Care	Social Media
Foster Care	Bottle Feeding Kittens	Community Outreach
Other	Trap, Neuter, Return	Event Planning
	Feral Colony Care	Shelter beautification
	Other	Other

Days/Hours you are available: _____

Comments: (Tell us about yourself, why you would like to volunteer, how you can help, animal and/or volunteer experience, personal pets, etc.)

Signature

Date

Orientation Date

Chapter 24. Drug-Free Workplace

[HISTORY: Adopted by the Town Board of the Town of Smithtown 8-26-1992. Amendments noted where applicable.]

GENERAL REFERENCES

Officers and employees — See Ch. **53**.

Substance Abuse Prevention Council — See Ch. **71**.

§ 24-1. Prohibited acts; penalties for offenses.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and any employee who unlawfully manufactures, distributes, dispenses, possesses or uses a controlled substance shall be subject to disciplinary action, including such penalties as reprimand, a fine not to exceed \$100 to be deducted from the salary or wages of such employee, suspension without pay for a period not exceeding two months, demotion in grade and title, dismissal from the service and referral and participation in a drug abuse assistance or rehabilitation program.

§ 24-2. Compliance and notification required.

All employees, as a condition of employment pursuant to the Antidrug Abuse Act of 1988 and Drug-Free Workplace Act, shall abide by the above terms and shall notify the Town of any criminal drug statute conviction or violation occurring in the workplace no later than five days after such conviction.

Chapter 68. Sexual and Other Harassment Policy

[HISTORY: Adopted by the Town Board of the Town of Smithtown 3-26-2002.^[1] Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics — See Ch. 30.

[1] *Editor's Note: This resolution superseded former Ch. 68, Sexual Harassment Policy, adopted 5-10-1994.*

§ 68-1. Sexual harassment prohibited.

Sexual harassment in the workplace is illegal, and all employees and Town officials are forbidden from engaging in such activity in any manner. The Town of Smithtown (hereinafter the "Town") is committed to providing a work environment free from all forms of sexual harassment or intimidation.

§ 68-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

PROHIBITED HARASSMENT

- A. Any conduct can constitute prohibited harassment when:
 - (1) It is based on an individual's race, color, creed, ethnicity, disability, religion, national origin, age, marital status, citizenship, veteran status, sexual orientation, pregnancy, or any other category protected by law; and
 - (2) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- B. Examples of behavior that may constitute prohibited harassment include, but are not limited to, the following (when they are based on an individual's race, color, creed, ethnicity, disability, religion, national origin, age, marital status, citizenship, veteran status, sexual orientation, pregnancy, or any other category protected by law):
 - (1) Abusive language, including innuendoes, slurs, suggestive, derogatory or insulting comments or sounds, threats, and jokes based on an individual's protected status.
 - (2) Use of demeaning or offensive words.
 - (3) Abusive written language or pictures, transmitted via e-mail or otherwise, showing or displaying offensive objects or pictures, or graphic commentaries or gestures in the workplace.
 - (4) Any physical contact based on an individual's protected status.

SEXUAL HARASSMENT

- A. Unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, such as promotion, transfer, or termination; or
 - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- B. Examples of behavior that may constitute sexual harassment include, but are not limited to, the following:
 - (1) Explicit or implicit threats of retribution, or promises of benefits, in return for sexual favors.
 - (2) Abusive language related to an employee's sex or sexual preference, including sexual innuendoes, slurs, suggestive, derogatory or insulting comments or sounds, whistling, jokes of a sexual nature or concerning gender-specific traits, sexual propositions and threats.
 - (3) Use of demeaning or offensive words when referring to a particular sex or sexual preference.
 - (4) Requests or demands for sexual favors or sexually oriented comments about an employee's body or appearance, sexual habits, sexual preference, or sexual desirability.
 - (5) Unwelcome sexual advances.
 - (6) Unwelcome physical contact, including touching, petting, pinching, coerced sexual intercourse, assault or intentional brushing up against a person's body.
- C. Sexual harassment is not limited to oral comments. Abusive written language or pictures, transmitted via e-mail or otherwise, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries or obscene gestures in the workplace, which unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment, are also prohibited.

§ 68-3. Other forms of unlawful harassment.

Just as sexual harassment is strictly prohibited, so is harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, age, marital status, citizenship, veteran status, sexual orientation, pregnancy, or any other category protected by law. The Town is committed to providing a work environment free from all forms of unlawful harassment or intimidation.

§ 68-4. Procedure for complaints.

- A. Any person who reasonably believes that he or she has been the victim of sexual or other unlawful harassment, or has witnessed such activity, must immediately report the incident to his/her department head. If you are uncomfortable speaking to your department head or if you believe your complaint has not been adequately addressed, you must speak to the Town Attorney, or the Town Personnel Officer.

[Amended 11-10-2009]

- B. All complaints will be investigated in a timely manner.
- C. Confidentiality will be maintained to the maximum extent possible, consistent with the Town's obligation to conduct a thorough investigation. All individuals who become involved in the investigation are required and directed to treat the matter confidentially.
- D. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Should the Town determine it necessary to interview the employee alleged to be doing the harassment, where the employee is a member of a union recognized by the Town, the employee shall be notified of his/her right to be accompanied by a union representative at such interview. The particular facts of the allegation will be examined individually, with a focus upon the nature of the behavior, the pattern of such conduct, if any, and the context in which the incident(s) occurred.
- E. Individuals who believe they have been unjustly charged with sexual or other unlawful harassment will be afforded every opportunity to offer and present information in their defense.
- F. Anyone who participates in this procedure may do so without fear of retaliation. Retaliation against anyone, because he or she has filed a harassment complaint, is illegal and grounds for disciplinary action.
- G. An individual who is found to have violated this policy will be subject to the Town's disciplinary procedures and, if found guilty of such harassment, subject to a penalty up to and including termination.

§ 68-5. Applicability; avoiding or reporting prohibited conduct; false complaints.

- A. This policy applies to all employees and Town officials, whether related to conduct engaged in by an employee or someone not directly connected to the Town (e.g., outside vendors, consultants).
- B. All employees and Town officials will be held responsible and accountable for avoiding or reporting prohibited conduct.
- C. Anyone who knowingly makes a false complaint of sexual or other unlawful harassment (as opposed to a complaint which, even if erroneous, is made in good faith) shall be subject to appropriate disciplinary action.



WORKPLACE VIOLENCE PREVENTION

To ensure a safe workplace and to reduce the risk of violence, all employees and officials of the Town of Smithtown (hereinafter the “Town”) must review and understand all provisions of this workplace violence policy.

PROHIBITED CONDUCT

The Town does not tolerate any type of workplace violence committed by or against employees or Town officials. Employees and Town officials are prohibited from making or encouraging threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making overt or veiled threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress or intimidation;
- Intentionally damaging or threatening to damage employer property or property of an employee;
- Possession of a weapon or facsimile thereof while on Town property or while on Town business.

REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to the Department Head. If you feel uncomfortable reporting such a situation to your Department Head or you feel your complaint has not been adequately addressed, please report it to the Town Attorney or Town Personnel Officer. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Should the Town determine it necessary to interview the employee alleged to be committing the prohibited conduct, where the employee is a member of a Union recognized by the Town, the employee shall be notified of his/her right to be accompanied by a Union representative at such interview. All parties involved in a situation will be counseled and the results of investigations will be discussed with them.

RISK REDUCTION MEASURES

While we do not expect employees or Town officials to be specifically skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform his/her Department Head or the Town’s Personnel Officer if any

employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee or Town official determined to have committed such acts will be subject to disciplinary action, as well as potential prosecution. Non-employees engaged in violent acts on the Town's premises or against employees or Town officials will be reported to the proper authorities.

Adopted by resolution of the Town Board March 26, 2002

Amended by resolution of the Town Board November 10, 2009