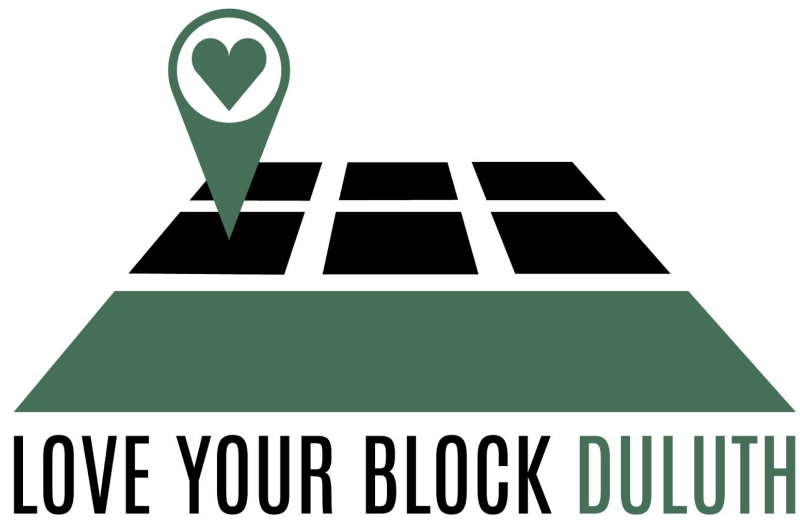




# **Love Your Block Volunteer Handbook**



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## Welcome Letter

Welcome to the Love Your Block team! Thank you for the energy, time, and care that you are putting into your neighborhood. Volunteers are a highly valued group of individuals who provide the special gift of service. Providing service is a rewarding experience for our volunteers and it is a great benefit to our neighborhood, city, and environment.

As a Love Your Block volunteer, your work helps to build and strengthen community connections. The Love Your Block team is determined to support you and provide a volunteering opportunity that develops volunteer leadership skills, personal growth, and your network of neighbors, colleagues, and city resources.

Love Your Block is a two-year program within the City of Duluth. In the first year, there will be three rounds of mini-grant awards. The first round of applications are due June 3, 2022 and will tentatively begin by June 15, 2022. The second round of project applications are due July 1, 2022. The third, and final, round of project applications are due August 1, 2022. Residents may apply for a grant in whichever round suits them best. However, we urge people to apply as soon as possible before grant funding runs out.

This volunteer manual was prepared as a resource for you. It is a summary of the Love Your Block and the City of Duluth volunteer policies and procedures. You can use this manual to learn of Love Your Block policies and volunteer rights and regulations. Additionally, this manual will serve as a guideline for who to contact when in need of help. Your role as a volunteer is important and your work has a significant impact in your neighborhood. We are grateful for your time and efforts.

## Love Your Block Mission

In 2021, the City of Duluth received a Cities of Service Love Your Block grant to fund resident-centered neighborhood revitalization projects and build relationships between residents and the City. The aim of the Love Your Block program is to foster collaboration between neighbors and caretaking of public spaces. By using a high-impact service strategy that connects City leaders with community residents, Love Your Block will help revitalize neighborhoods one block at a time. Whether it's turning vacant lots into community gardens and gathering spaces, removing graffiti, or helping elderly neighbors with simple home repairs, resident volunteers can make their neighborhoods, and their cities, better places to live.

As additional context, for the Love Your Block program to be successful, the initiative must be led by the City. The program is most effective when it includes the following steps:

- 1) The City and residents identify areas of blight that the City hopes to address with the energy and commitment of the Love Your Block team and resident volunteers.

- 2) Engage local residents and other community stakeholders and City agencies, to discuss the public problem(s) and identify resident-centered solutions.
- 3) Design the initiative with input from the community.
- 4) Coordinate City services that complement neighborhood projects.
- 5) Introduce a mini-grant grant opportunity to provide small grants to neighborhood groups. These mini-grants will cover the cost of implementing volunteer projects.
- 6) Activate volunteers and community groups.
- 7) Work with neighborhood groups to track and report impact metrics for each project, learning from challenges and making mid-course program corrections when necessary.
- 8) Share and celebrate successes with local residents and other community stakeholders.
- 9) Take steps to ensure project sustainability.

The Love Your Block program thrives off of community involvement and connections. The core goal of this program is to help residents create neighborhoods they are proud of. The more enthusiasm and support Love Your Block has from volunteers and community members, the larger its impact across Duluth.

## List of Staff

### Annika Frazer

Annika (she/her) joined the Love Your Block team as an AmeriCorps VISTA Member the first year of operation within Duluth, MN. She is excited to meet and learn more about the amazing people and organizations that make up different neighborhoods in Duluth.

Annika recently graduated from the University of Minnesota Duluth specializing in Organizational Management, Hispanic Studies, and Environmental Sustainability. She has worked primarily as an environmental advocate, branching into social justice and economic advocacy as she learned the inextricable relationship between these different branches of advocacy. Annika also works with event coordination that supports education and community connection. She has helped organize food justice campaigns and environmental summits like “Our Planet, Our Future”. In her free time, Annika likes to connect to and appreciate the beauty of the Northland.



### Sarah Erickson

Sarah (she/her) is an educator, exhibit developer, grant writer, and non-profit administrator with 20 years of experience collaborating with diverse teams and community partners. She has worked around the country at nature centers, schools, outreach programs, and museum spaces. Sarah is interested in place-based environmental education and the power of play and creativity to build community with all ages of humans. She is a current student in the MBA in Leadership and Change program at the College of St. Scholastica.



As the Love Your Block Fellow, Sarah engages with community members and organizations to reduce blight and build relationships between neighbors and city government. She is specifically responsible for supporting the logistics of the mini-grant program and engaging city services to support resident projects.

### **Jon Otis**

Jon (he/him) serves as the Deputy Chief of Life Safety for the Duluth Fire Department. This role manages the Life Safety division to include Fire investigation, public education, fire and housing code enforcement, rental permitting and inspection, and vacant building registration, among others.

Jon has been a member of the Duluth Fire Department since August of 2000. He enjoys leading a passionate and driven team of uniformed and civilian staff. Together with other city departments, the Life Safety Division is committed to providing residents and visitors a safe place to live and work. Jon holds an MA in public administration and an MBA in leadership and change.



### **Mindy Granley**

Mindy (she/her) serves as the Sustainability Officer at the City of Duluth. In this position, Mindy is responsible for improvement of City policies, programs, and initiatives in support of local environmental, economic, and social systems. She works to incorporate sustainability into decision making, measure and communicate progress, and build partnerships for change.

Previously, Mindy served for 12 years as Sustainability Director at the University of Minnesota Duluth (UMD), where she advanced operational improvements and integrated sustainability into the learning experience for all students. She championed campus projects and promoted energy and greenhouse gas emission reductions, all while connecting students to learning opportunities in the community. Before working at UMD, Mindy spent 6 years working on watershed management in the Lake Superior watershed at local, regional, and state levels.



### **Cheryl Skafte**

Cheryl (she/her) recently became the Park and Grounds Maintenance Supervisor in June 2021. As the supervisor of Park Maintenance, Cheryl works with a dedicated and talented team who oversee and manage the maintenance within our parks here in the City of Duluth. Duluth Parks are now busier than ever and Park Maintenance is definitely working hard to keep our parks and trails safe and ready to use!

Cheryl has been with the City of Duluth since 2012. She began her career as the Volunteer Coordinator for the City of Duluth. She enjoys working to provide volunteer opportunities for visitors and residents alike to support the park system. These events focus on keeping our community clean, trails maintained, and treating invasive species. She is constantly



impressed by the number of individuals, groups, businesses, and organizations that are willing to partner with the City to care for our parks. It truly is a community effort

### **Alicia Kozlowski**

Alicia (they/them) joined the City of Duluth in February of 2019 as the new Community Relations Officer. This role is critical in ensuring that Duluthians have access to City resources and services. This role additionally serves as a liaison between the Mayor's office, City departments, other governmental agencies, and community organizations. Born and raised in West End Duluth, Alicia has an in-depth connection to the community and their strengths and challenges.



Prior to this role, Alicia worked with the College of St. Scholastica, where she most recently served as the Registrar Generalist. Alicia holds a Master of Business Administration with a concentration in Leadership and Change. She serves as a Core Council Leader of the KwePack, an Indigenous women's running group. She also enjoys soccer, broomball, and ultra-running.

### **Mayor Emily Larson**

Emily Larson (she/her) was elected Mayor of Duluth in November 2015 with 72% of the vote. She was inaugurated on January 4th, 2016, and was re-elected in November 2019. Mayor Larson currently serves on the Executive Council of the Young Women's Initiative of Minnesota, the Mayor's Advisory Council on Coastal Resilience, the Greater Minnesota Housing Fund Board of Directors, Minnesota Mayors Together, and the Minnesota Sea Grant Advisory Board. As Mayor, Emily's priorities include: addressing economic, racial, and opportunity disparities City-wide; advancing energy efficiency and climate resilience; increasing and improving our affordable housing stock; ensuring every resident has access to reliable, high-speed broadband internet, and; continuing to grow Duluth's robust and unique economy. Mayor Larson is an active trail runner and a full time admirer of Lake Superior.



Prior to becoming Mayor, Emily was President of the Duluth City Council, served as commissioner on the Duluth Economic Development Authority, and was the Council conduit to Parks and Libraries. Emily earned an undergraduate degree from the College of St. Scholastica, a master's degree from the University of Minnesota Duluth, and is a graduate of Intermedia Arts Creative Community Leadership Institute.

## **Programs and Initiatives**

The Love Your Block Program is working to promote collaborative caretaking of our land and neighbors. The Love Your Block Mini-Grants will be dispersed in three (3) rounds.

- Applications at <https://duluthmn.gov/love-your-block/love-your-block-mini-grants/>.
- Round #1: Applications close June 3rd
- Round #2: Applications close July 1st

- Round #3: Applications close August 1st
- Celebrations and Project Wrap-Up by September 23rd

## Operations and Work Outlines

### Keep Safety in Mind

- Understand the risks. Understand your project, the work area, and anticipate potential risks that could be present while working.
- Always wear closed-toe shoes and proper clothing
- Do not lift anything too heavy. Report heavy objects to Project Leader. They will help connect you to services that will assist with moving heavy objects.
- Watch carefully for broken glass or other sharp items on project sites.
- Be sure to properly dispose of needles in an approved sharps container. There will be a container at every project site. If uncomfortable doing so, please contact the Project Leader.
- Do not pour out mysterious containers or sealed soda bottles.
  - Full containers will go into TRASH.
  - Empty containers will go into RECYCLING.
- Do not go into confined spaces.
- Clean your hands often.
- Stay out of the street. No project should obstruct road traffic. If a project does require obstructing traffic, then the proper plans should be in place and discussed with your Project Leader and Love Your Block VISTA. Contact the Love Your Block VISTA for additional guidance.

### Separate Trash from Recycling

- Do your best to separate recyclables from trash.
- Recyclables:
  - Plastic bottles
  - Cans
  - Glass bottles
- Trash:
  - Full bottles or cans
  - Wet paper and cardboard
  - Blue and yellow plastic sticks from snow sweepers

### Stormwater

Stormwater runoff is the #1 Urban Water Pollution problem. By being here today, *you are part of the solution!* In the Lake Superior basin, most stormwater drains directly to the Lake *without treatment*. When it rains in the watershed:

- Water washes over the surfaces;
- Water picks up dirt, grease, and trash on the surfaces;
- Water and its dirty load travel directly to our streams, rivers, and lakes.

## First Aid

Each project location will be provided with a sharps container and a First Aid kit. There will be a Volunteer Training day at the beginning of each project timeline where the Love Your Block team will provide training on usage of the First Aid kit and on proper sharp disposal.

If there are minor injuries that could be solved with a First Aid kit, please address the injured person(s). It is required to fill out an [Incident Report Form](#) after any sort of injury to a volunteer or 3rd party injured by a volunteer. If a volunteer does not feel comfortable administering care with the First Aid kit, please contact the Project Leader.

If any injury is severe, it is advised to go to the hospital or contact medical professionals.

## Medical Emergencies

Please dial 911 and seek medical attention. File an [Incident Report Form](#) with the Life Safety department

## Tornado

**Tornado Watch:** Covers a broad region. Signs indicate potential tornado activity.

**Tornado Warning:** Sited tornado in the area.

If a **tornado watch** has been announced: Begin preparing for a tornado warning. If a tornado watch has been announced, end the project work day and let the volunteers seek shelter where they are most comfortable. There should be enough time for all volunteers to find a sturdy building once a tornado watch has been announced.

If a **tornado warning** has been announced: Seek shelter in a sturdy building, at the lowest level within an interior room with no windows. If volunteers are not near a sheltered building, find a depression in the ground (dry ditch)

## Lightning

If lightning is sighted, Love Your Block recommends the [30-30 Lightning Rule](#). When you see lightning, count the time until you hear thunder. If that time is 30 seconds or less, seek shelter. The thunderstorm is close enough to be dangerous. If unable to count, seeing lightning overhead is a good indicator to suspend activity. Love Your Block recommends that crews seek shelter in vehicles or buildings if lightning is sighted in the area.

Wait 30 minutes after the last lightning strike to leave shelter. Each new lightning strike resets the clock for another 30 minutes. Each project leader is welcome to designate an appropriate time to wait. However, Love Your Block recommends waiting 45 minutes - 1 hour before canceling the project work day.

## Active Shooter

Seek Shelter immediately. This [active shooter training video](#) is a resource that will be shared at the Volunteer Training day.



## Sharps/Needle Disposal

Sharps/Needles are prevalent in the Duluth community and on public land. Sharps cannot be thrown away in the regular garbage and should always be disposed of with care. This [Sharps Safety Training](#) presentation provides a thorough explanation of the risks associated with sharps and of proper disposal of sharps.

Each volunteer will receive training on proper sharps handling and disposal on the first project work day of the project timeline.

## Volunteer Orientation

This Volunteer Orientation Handbook is intended to provide volunteers with general information about the City of Duluth's policies and procedures. The content in this handbook may be changed from time to time for any reason and without advance notice. As a note, this document does not constitute a volunteer agreement or contract.

### Policy

Potential volunteers for the City of Duluth are required to meet the requirements set forth by the City, as indicated in this policy section. Volunteers are not "employees" of the City. Volunteers will provide special, unusual, or supplemental services, and will be recruited for a specific function rather than on a general basis. There will be no implied contract of acceptance for a potential volunteer's service upon the receipt of a volunteer's application. The City does not provide medical coverage or liability insurance for volunteers. Volunteers are covered under workers' compensation only in limited circumstances.

Youth under the age of 14 may volunteer with Love Your Block through their enrollment in a group/organization whose membership consists of children under age 14 or if they are volunteering with a parent/guardian, providing the volunteer project is age-appropriate. The sponsoring group or organization must adequately provide all of the adult supervision necessary for all minors to perform project activities safely. The City shall not be responsible for providing adequate adult supervision for groups including minor volunteers.

### Overview

The City of Duluth believes that achievement of its goals is best served by the active participation of residents. Therefore, the City accepts and encourages the involvement of volunteers. Departments and staff are encouraged to assist in the creation of meaningful volunteer opportunities in their work units. The City of Duluth will not discriminate against a qualified potential volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, marital status, religion, or disability.

## Definition and Types of Volunteers

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction or on behalf of any City department. Love Your Block Volunteers will be considered:

- **Special Event:** Volunteer participates in an openly advertised, City-led special event or program.

### Employees as Volunteers

The City accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is completely voluntary, involves work outside the employee's normal duties, and is provided outside of the employee's normal working hours. Family members of staff are allowed to volunteer. However, family members of staff shall not be placed under the direct supervision of a family member who is an employee, except for a one-time or special event with written consent from the employee's supervisor.

## Volunteer Responsibilities

Volunteers are expected to perform project duties to the extent of their project site. Volunteers are expected to support and comply with Love Your Block and City of Duluth values, procedures, and regulations, including:

- Treat City customers, staff, and volunteers with respect.
- Be aware of project procedures and rules, including safety rules.
- Be cooperative by accepting instructions, guidance, and suggestions from City staff.
- We understand that life can get hard. If, for any reason, the volunteer cannot complete their assignment as planned, please inform your Project Leader.

## Volunteer Rights

As appropriate, volunteers shall have access to City property and materials that are necessary to complete volunteer tasks. In addition, volunteers will receive training in the operation of any relevant equipment. In most cases, volunteers will not have access to confidential information; however, volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information they become aware of while serving as a volunteer.

Below are some of the rights volunteers may expect during their tenure with the City:

- Volunteers are to be treated with respect and courtesy.
- Volunteers are to receive proper training as necessary given their volunteer opportunity description.
- Volunteer are not to be discriminated against because of race, ethnicity, religion, gender, age, disability, marital status, family, or sexual orientation.
- Volunteers will receive information on issues regarding legal protection, liability, and other concerns.
- Volunteers will be recognized for their efforts in providing program services.

## **Volunteer Program Guidelines and Procedures**

### **1.1 Volunteer Driving**

Volunteer duties that require driving should be limited to only essential volunteer duties. Volunteers who drive personal vehicles during their service are required to have a valid driver's license and current proof of insurance. No volunteer may operate a City-owned vehicle or perform volunteer services with their private vehicle with a revoked or suspended driver's license. Any damages to the volunteer's personal vehicle or damages caused by the volunteer are the responsibility of the volunteer.

### **1.2 Volunteer Schedules**

Service schedules of volunteers are diverse and varied depending on the Love Your Block project. A volunteer's schedule should be flexible and may vary depending on the service description. Volunteers should set a schedule that is mutually acceptable with their direct Project Leader. If a volunteer cannot make it to their assignment on a scheduled day, the volunteer should notify their Project Leader as soon as possible.

### **1.3 Time Reporting**

Each Project Leader is expected to work with the Love Your Block VISTA to report and maintain project data. The Love Your Block team requires project-related data such as the number of new and returned volunteers, volunteer time served, tasks performed, and output metrics (e.g., pounds of trash removed, number of repairs made, etc.) Project data will be inputted in the Love Your Block metrics tracker. As context, the metrics tracker is used to inform our grant funder of project impact. Additional data on volunteer demographics will be collected, at the discretion of volunteers, to ensure that the Love Your Block program is benefiting the communities of focus. Demographic data is optional and not required for volunteers to complete. Also, individual volunteer personnel records will not be shared and are confidential as permitted by law.

### **1.4 Safety**

Safety must be given primary importance in every aspect of performing volunteer activities. Volunteers must report all project-related injuries to their supervisor immediately. Also, volunteers need to advise their supervisor of any equipment or situation that may pose a safety hazard.

### **1.5 Risk Management**

Before volunteers begin their service, the Love Your Block Fellow and VISTA is responsible for informing the volunteer of safe work practices. Although the information provided by the Love Your Block Fellow and VISTA is meant to prepare volunteers, it is not guaranteed to be all-inclusive of each individual project site. If a volunteer does not feel comfortable with a task, please inform your Project Leader. Any injury to the volunteer or a third party which involves the volunteer must be reported and processed in accordance with existing City policies which include the filing of an Incident Report.

### 1.6 Voluntary Waiver of Liability and Release

All volunteers are required to have signed Voluntary Waiver of Liability and Release on file with the City of Duluth. Individuals who volunteer for multiple opportunities are expected to sign an Agreement and Liability Waiver for each volunteer occurrence. The Voluntary Waiver of Liability and Release should be signed on the Volunteer Training Day or the first day of the Project Timeline. Please contact the Love Your Block VISTA for more information.

### 1.7 Code of Conduct and Dismissal

The City reserves the right to dismiss a volunteer from the volunteer program for any reason not prohibited by law. The following list of violations is not intended to be all-inclusive or exhaustive, but is an example of the kinds of conduct that could result in immediate dismissal:

- Destruction, abuse, or unauthorized removal of City property.
- Reporting to volunteer assignment with drugs or alcohol in one's system, or selling, using, dispensing, or possessing alcohol, illegal drugs, or other controlled substances.
- Engaging in discrimination or harassment in violation of the organization's policies on equal employment and/or harassment.
- Interfering with another volunteer or employee in the performance of their job.
- Unauthorized disclosure of confidential information.
- Conduct or action that endangers the safety or well-being of any other person.
- Refusal to perform volunteer tasks or refusal to perform an action reasonably requested by a City supervisor.
- Unauthorized use of the organization's property for either personal or business purposes.
- Creating discord, using threatening or abusive language, or engaging in disorderly behavior which impedes operational activities or which may compromise the safety of other volunteers, employees, or the public.
- Excessive absenteeism or tardiness.
- Discourteous behavior toward the public, other volunteers, and/or employees.

No prior notification is necessary to release a volunteer of their services. If the Love Your Block project believes that a volunteer's behavior warrants immediate release, Love Your Block has that right.

### 1.8 Conflict Resolution / Problem Solving

If a problem should arise concerning any condition of the volunteer's service with the City, the volunteer should attempt to reconcile the matter with their Project Leader. If the volunteer does not feel comfortable/safe or has not found adequate support while notifying the Project Leader, then the volunteer should notify the Love Your Block VISTA, who will connect them to Jon Otis and Human Resources to resolve the matter.

### 1.9 Gifts

Volunteers are expected to follow City policy, which does not allow accepting monetary gifts. Volunteers provide their time and energy to beautify neighborhoods, develop connections in the community, and decrease blight. Snacks and drinks can be accepted by volunteers, but

volunteers may not accept or encourage gifts with monetary value. This includes, but is not limited to, money, gift cards, or the purchasing of presents for volunteers.

#### 1.10 Dress and Appearance

Each volunteer represents the City to the residents. Your appearance contributes to the overall impression that our City portrays. Clothing appropriate to a business environment or the job being performed is expected as all volunteers are expected to present an image that is both professional and appropriate to their assignment. Volunteers may be asked to wear event-specific gear (i.e. safety vest or t-shirt) and/or other identification (i.e. name badge). Failure to wear required gear could potentially result in dismissal from the volunteer program. If there is any issue with gear, gear fit, or general wear please inform your Project Leader.

#### 1.11 Care of Property

It is the responsibility of each volunteer to properly maintain City of Duluth property and equipment. Report any defective equipment immediately to the City supervisor. Personal use of City property or equipment is strictly prohibited.

#### 1.12 Personal Business / Telephone Calls

Visits from relatives and/or friends, and other personal business must be conducted during unassigned volunteer hours.

#### 1.13 Parking / Mileage Reimbursement

Parking and mileage reimbursement is not provided for volunteers. If you itemize on your tax return, these costs may be deductible. All project sites should be near free or affordable parking. Neighborhood carpooling is encouraged to the extent that volunteers are comfortable.

#### 1.14 Public / Media Relations

Only authorized personnel may provide information to representatives of the news media. Any inquiries from the media must be referred directly to the Project Leader, Love Your Block VISTA or Love Your Block Fellow.

All City of Duluth Volunteers should be aware that photos and/or videos may be taken of project sites. It is included within the Waiver of Liability and Release Forms that any volunteer is willing to have photos and/or videos taken that may include them on the project site.

#### 1.15 Resignation Notice

Participation in the Volunteer Program is completely voluntary. We understand that life can get difficult and unexpected things may occur. A volunteer may leave the Volunteer Program at any time. Advance notice is appreciated whenever possible.

Project Leaders are expected to provide sufficient notice. Proper preparation for the resignation of the Project Leader may include finding and assigning another neighbor to the leader role.

## City Policies and Compliance

All volunteers must comply with all City Policies relevant to volunteers. Volunteers who violate these policies are subject to immediate dismissal. Below are policies that are meant to guide and support volunteers as they navigate their experience with Love Your Block.

### 2.1 Drug and Alcohol Use

The unlawful manufacture, distribution, dispensation, possession or use of alcohol or drugs is prohibited by any employee or other person on City premises, at any worksite, or in or around any City vehicles, equipment or machinery, and by any employee who is on duty, or on a break and expected to return to duty. Employees in violation of this policy will be subject to discipline, up to and including termination of employment. For purposes of this policy, the term "drug" includes alcohol, illegal drugs and inhalants, and prescription and over-the-counter drugs when not taken as directed. The terms "use" and "possession" include being under the influence of or having alcohol or drugs or their metabolites in one's body. This policy also applies to independent contractors hired by the City to work on City premises or worksites.

### 2.2 Smoke-Free Environment

The City of Duluth is committed to promoting a safe and healthy environment for its employees and citizens who use City property. It is our intention to provide an environment that is free from the effects of tobacco smoke and its associated health risks. Therefore, the smoking and carrying of lighted smoking materials on Love Your Block project sites is prohibited.

### 2.3 Equal Opportunity/Non-Discrimination/Affirmative Action

The City of Duluth is strongly committed to providing a supportive and respectful environment for its employees and the customers they serve. We believe in promoting concepts of inclusion and participation and the benefits of a diverse workforce. Our goal is to provide a non-discriminatory working environment and support efforts to increase the representation of underutilized members of our workforce.

### 2.4 Accident/Incident Reporting

The City of Duluth is committed to identifying safety risks to its employees and citizens and to developing prevention and control measures to eliminate those risks. Procedures that support this practice include open communication and use of the incident report, event attendee survey, and feedback survey. These procedures help ensure that accurate information about and analysis of accidents/incidents occur, thus minimizing the risk of recurrence and liability against the City.

### 2.5 Workplace Violence and Harassment

The City of Duluth takes a strong stance in creating and promoting a safe and respectful working environment for all of its employees and volunteers. Employees and volunteers are required to treat co-workers, supervisors, and the public respectfully and to refrain from acts or comments that incite or constitute violence. Any acts of harassment or violence will be promptly and thoroughly investigated. The following is a list of behaviors that will not be tolerated:

- Acts of bullying or intimidation;

- Threatening/Hostile acts, both verbal and physical;
- Stalking;
- Physical attacks such as hitting, fighting, pushing, or throwing objects;
- Sexual harassment or assault, including unwelcome sexual advances, sexual remarks or jokes, or the display of sexually suggestive material in the workplace;
- Property damage, including vandalism and arson;
- Sabotage;
- Possession/Use of a weapon at the workplace (with exceptions to the Police Department);
- Verbal/Written Statements, violent comments, gestures, or expressions that communicate a direct or indirect threat of an individual's physical safety;
- Discrimination.

## 2.6 Sexual Harassment Prevention

The City of Duluth is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws. In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment. This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior, and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

## 2.7 Face Mask

The City of Duluth follows the [official CDC guidelines and recommendations](#). The use of cloth face masks is voluntary. Volunteers who would prefer to continue to wear masks are welcome to do so. The CDC recommends that employees wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Individual city facilities may have different requirements based on their functions and volunteers must follow these requirements. Volunteers entering commercial properties or establishments will be required to follow any mask guidelines for that space.

*The above list is not all-inclusive; any behavior that has the purpose or effect of creating an unsafe, intimidating, hostile, or offensive work environment is unacceptable and will be subject to disciplinary action up to and including termination. External individuals such as customers, vendors, or citizens who commit violent acts in the workplace shall, at a minimum, be excluded from City premises.*