

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Vonda Willey	DATE SUBMITTED: 07/07/2025	SECTION: Human Resources	
BOARD APPROVED ON: 8/20/2025	DATE REVISED: xx/xx/xx	SUBJECT: Public Relations & Event Volunteering	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: xx/xx/xx		POLICY #: ED-051	PAGE #: 1 of 2

I. APPLICATION

This policy applies to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. DEFINITIONS

Public Relations Event: Any event where employees publicly represent BWDH, including but not limited to, media appearances, ribbon cuttings, informational booths, professional conferences, agency celebrations, or outreach events.

Volunteer Activity: Community-based service events organized or supported by BWDH that align with the organization's mission, such as neighborhood cleanups, donation drives, or partner agency collaborations.

III. POLICY

Employees of BWDH will be given opportunities to participate in a variety of public relations events and volunteer activities throughout the year. These opportunities will be a combination of compensated and uncompensated opportunities. Employees must obtain approval from their direct supervisor prior to participating in any Public Relations Event or Volunteer Activity regardless of compensation.

Paid Participation: Employees will be compensated for participating in BWDH sponsored Public Relations or Volunteer events under the following conditions:

- The employee is assigned or directed by their supervisor to attend.
- The activity occurs during regularly scheduled work hours, or the employee is specifically scheduled for the event outside of normal hours.
- The employee provides care for an individual supported who is participating in the Public Relations Event or Volunteer Activity.

Compensation will be at the employee's regular rate of pay and subject to applicable overtime policies as outlined in the Employee Handbook.

Voluntary/Unpaid Participation: Participation is considered voluntary/unpaid under the following conditions:

- The employee chooses to attend a Public Relations Event or Volunteer Activity outside of work hours without being directed or scheduled.

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- The event is not required, and participation is not considered part of the employee's job responsibilities.
- The employee represents BWDH at a personal discretion level without formal assignment or scheduling.

In such cases, participation is welcomed and appreciated but not eligible for compensation.

Conduct & Representation: When attending a Public Relations Event or Volunteer Activity as a representative of BWDH, employees must:

- Adhere to all relevant policies, including Code of Ethics and Standards of Professional Conduct.
- Dress appropriately and in alignment with organizational branding or attire guidance.
- Refrain from any activity that could reflect negatively on the agency and/or compromise its reputation.
- Communicate with respect, professionalism, and cultural competence in all public interactions.

Non-Discrimination & Non-Retaliation: Participation in such events is not a condition of employment unless explicitly stated in the employee's job description. BWDH strictly prohibits retaliation against employees for participation or nonparticipation in Public Relations Event or Volunteer Activities.