



IDPR
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(Rev. 05/15)

MEMORANDUM

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Governor

David R. Langhorst
Director

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DIRECTOR'S OFFICE
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5657 Warm Springs Avenue
P.O. Box 83720
Boise, Idaho 83720-0065

Phone (208) 334-4199

www.parksandrecreation.idaho.gov

DATE: 5/1/2015

TO: All Volunteers

FROM: Kathryn Hampton
Volunteer Services Coordinator

SUBJECT: Discrimination and Sexual Harassment Notice and
Drug-Free Workplace Policy Notice and Sign-off

Idaho Department of Parks & Recreation is committed to maintaining a workplace free from harassment and discrimination. In addition, we work very hard to provide a safe drug-free workplace.

The attached information explains what we consider harassment to be and the procedures for dealing with harassment in the workplace. The second attachment explains our policy on maintaining a drug-free workplace.

Please read the attached two documents and keep them for your reference. If you have any questions regarding these, do not hesitate to discuss them with your supervisor or me. You can reach me at (208) 514-2493, or email at khampton@idpr.idaho.gov

Please sign the following statement and return it to your supervisor within the first week of your job.

I have received a copy of and have read the information on
Discrimination and Sexual Harassment and the Drug-Free Workplace
policy.

Signed _____

Date _____