



## **Volunteer Code of Conduct**

Yew Dell Botanical Gardens is a non-profit organization that benefits from the work volunteers put into the grounds and events. We want everyone to have a great experience when they come to volunteer. This code of conduct helps volunteers understand what is expected of them, but also what to expect from the experience at Yew Dell. Please read each bullet point. Let us know if you have any questions or concerns.

### **I agree to:**

- Conduct myself in a safe, respectful, and professional manner as a representative of Yew Dell Botanical Gardens. (Yew Dell has a 0% Tolerance Policy for discrimination against race, color, national origin, ethnicity, sex, gender identity, sexual orientation, age, veteran's status, religion or disability.)
- Remain courteous and kind to all visitors, staff, and other volunteers. (Yew Dell has a 0% Tolerance Policy for harassment of any type.)
- Promptly report any and all issues or incidents related to behavior, safety, policies, or anything else to the Volunteer Coordinator or appropriate staff member.
- Practice punctuality and always contact the Volunteer Coordinator by e-mail as soon as possible to let them know I will be late or unable to attend a scheduled volunteer shift.
- Keep accurate track of my hours by signing in and out on the Volunteer Log-In Form.
- Abstain from the possession or use of alcohol and/or any illegal substance while volunteering.
- Abstain from the use of tobacco products while on the grounds.
- Maintain confidentiality of information relating to Yew Dell projects, donors, members or volunteers.
- Avoid conflict of interest such as accepting money, gifts or favors in exchange for volunteer work at Yew Dell.
- Always clean and return all Yew Dell tools after task completion as shown in the training video(s).
- Come to volunteer with safety in mind. This involves always wearing closed toed shoes, having water available for hydration, and paying attention to my physical needs.
- Re-attend volunteer orientation before my next volunteer shift if I miss three shifts without informing Yew Dell staff.
- Refrain from expressing personal religious and political viewpoints while volunteering or representing Yew Dell Botanical Gardens.

By joining the volunteer program, I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.