

# Limeledge Botanical Garden and Arboretum

## Volunteer Code of Conduct

### **Introduction and Purpose**

Limeledge Botanical Garden and Arboretum ("Limeledge") is committed to creating a safe, inclusive, and respectful environment for all individuals involved in its activities. This Volunteer Code of Conduct outlines the standards and expectations for all volunteers to ensure alignment with Limeledge's mission, values, and legal obligations.

### **Volunteer Responsibilities**

As a volunteer, you are encouraged to:

1. Act with integrity, professionalism, and respect toward all individuals.
2. Support and uphold Limeledge's mission to educate and serve the public in a manner that fosters inclusivity and environmental stewardship.
3. Follow all safety protocols, instructions, and guidelines provided during volunteer activities.
4. Treat Limeledge's property, resources, and natural environment with care and respect.
5. Refrain from engaging in activities that conflict with Limeledge's values or cause harm to others.

### **Sexual Harassment Prevention Policy**

Limeledge strictly prohibits all forms of harassment, including sexual harassment. In compliance with New York State's Sexual Harassment Prevention Certification under State Finance Law §139-l, Limeledge:

1. **Defines Sexual Harassment:**
  - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.
2. **Prohibits Harassment:**
  - All volunteers are expected to treat others with dignity and respect. Harassment based on race, gender, sexual orientation, age, religion, or any other protected characteristic is not tolerated.
3. **Reporting Procedure:**
  - Volunteers who experience or witness harassment are encouraged to report the incident to a designated Limeledge representative (e.g., Board President or designated committee member).
  - Limeledge will investigate all complaints promptly and confidentially to the extent possible.
4. **Annual Training:**
  - Limeledge employees will receive annual sexual harassment prevention training that meets New York State Department of Labor's standards; volunteers providing substantial service will be provided with the same training, and the training will be made available for all volunteers.

### **Health, Safety, and Waiver Acknowledgment**

Volunteers should be aware of the inherent risks of participating in Limeledge activities, as outlined in the Volunteer Waiver and Release. Volunteers are expected to adhere to safety guidelines provided by Limeledge and only participate in activities they feel physically capable of performing.

### **Confidentiality and Privacy**

Volunteers may have access to sensitive information. Volunteers are expected to:

1. Maintain the confidentiality of any proprietary, sensitive, or personal information.
2. Use Limeledge's materials and data solely for organizational purposes.

### **Use of Images and Media**

Limeledge may use volunteer images and likeness for educational, promotional, and fundraising purposes, as outlined in the Volunteer Waiver. Volunteers can opt out of media use by selecting the appropriate option on the waiver form.

### **Reporting and Accountability**

1. **Reporting Concerns:**
  - Volunteers are encouraged to report any violations of this Code of Conduct or other concerns to a designated Limeledge representative.
2. **Accountability:**
  - Limeledge will address violations in a fair and consistent manner. Serious or repeated violations may result in the volunteer being asked to discontinue their involvement.

*Thank you for your dedication to Limeledge Botanical Garden and Arboretum. Together, we can foster a thriving community and environment for future generations.*