

Code of Conduct for Olbrich Volunteers

Olbrich Botanical Gardens is committed to a safe, welcoming environment for all who are present on our campus: visitors, volunteers, and staff. Volunteers are expected to serve as role models and comply with Olbrich's Code of Conduct.

Volunteers will:

1. Be fair, considerate, and honest with others.
2. Respect differences of ability, age, gender, gender expression, culture, belief, ethnicity, sexual orientation, and social or economic status.
3. Be professional in words and actions.
4. Respect peoples' personal space and avoid inappropriate or unwanted contact.
5. Maintain a safe environment for everyone and never engage in activities likely to cause physical or emotional harm, such as bullying or harassment.
6. Treat all visitors with respect and protect their well-being.
7. With regard to children, youth, and vulnerable adults, volunteers **will not:**
 - Be alone with a child, youth, or vulnerable adult.
 - Develop a "special" relationship with them.
 - Arrange contact with them outside Olbrich's programs and activities.
 - Photograph them without parent/guardian consent and never for non-Olbrich-related use.
8. Get help from Olbrich staff if asked to do anything that makes them uncomfortable.
9. Maintain visitors', volunteers', and staff privacy by keeping personal information confidential.
10. Adhere to Olbrich Botanical Gardens' policies as described in the Volunteer Handbook.

Help others by speaking up

Most important, volunteers will speak up when they observe situations that appear to violate the Code of Conduct for Olbrich Volunteers. These can be reported to any staff, who will make sure that an investigation of the perceived inappropriate behavior occurs.