

Always uphold the mission & values of the Bruce Botanical Food Gardens (BBFG)

BE SAFE Wear required identification. All items of clothing must be suitable for the work environment and make sure to follow safe work practices.

BE RESPECTFUL You are working with others as a team so be considerate of how your actions or contribution affects your colleagues and the community as a whole. Demonstrate integrity, respect and professionalism to all.

BE HEALTHY We are committed to a healthy and comfortable work environment for all its volunteers. There will be no smoking, or the use of alcohol or drugs, as these may have serious adverse effects on yours or another's health, safety, and job performance.

BE COMPASSIONATE Contribute to a positive working environment. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated.

BE COLLABORATIVE When you are unsure, ask for help. Asking questions avoids many problems down the road and so questions are encouraged. Those who are asked should be responsive and helpful.

BE CONSIDERATE When you leave or disengage from your position, in whole or in part, we ask that you do so in a way that minimizes disruption. This means you should tell people you are leaving and take the proper steps to ensure that others can pick up where you leave off.

BE HONEST Act with honesty and integrity when dealing with money, property and other organizational assets on behalf of the BBFG.

BE DISCREET Maintain confidentiality and respect the privacy of others. If you receive any personal information about another person in the course of providing volunteer services, you will be expected to receive it in confidence, and will not disclose it, except with consent.

BE PROFESSIONAL Fulfill responsibilities in a timely fashion and participate in any orientation/training. Within a reasonable time, check your emails or phone messages and respond, even to say that you do not have the time to help right away. We do appreciate any help you can give.

A copy of a detailed BBFG [Volunteer Policy](#) is available to you at any time.