

Bruce Botanical Food Gardens BBFG)

Volunteer Policy

These are our detailed policies regarding volunteers at the Bruce Botanical Food Gardens (BBFG). These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. BBFG reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Board, and must be obtained in advance and in writing.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of BBFG. A "volunteer" must be officially accepted and enrolled prior to performance of the task.

Why do we collect your personal information?

We may use your personal information to ensure that we are able to provide you with an enriching volunteer experience, to match your skills with our volunteer needs, for scheduling, to be able to comply with your requests (for example, if you prefer to be contacted at a business or residential telephone and advise us of your preference, we will use this information to contact you at that number); and for other purposes that may be reasonable in the context of your volunteer relationship with the BBFG.

Volunteers Under 18

If you are under 18, please let at least one of your parents know you are going to volunteer with the BBFG. If a volunteer is under the age of 14 they should fill out a volunteer application along with their parent and be accompanied by a parent/guardian or family member for any volunteer tasks.

Service

The BBFG accepts the service of all volunteers with the understanding that such service is at their sole discretion. Volunteers agree that the BBFG may at any time, for whatever reason, decide to terminate the volunteer's relationship with the BBFG.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the BBFG. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Screening/Reference Checks

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description.

Representing the BBFG

Volunteers are asked to not contact organizations or individuals on behalf of the BBFG unless they are given express written directions to do so by a Supervisor. Prior to any action or statement which might significantly affect or obligate the BBFG, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the BBFG as specifically indicated within their job descriptions and only to the extent of such written specifications.

Ownership and Intellectual Property

All intellectual property produced by volunteers for the BBFG, including graphics materials, web page designs, narratives, research, compilations, instructional texts, etc., becomes the property of the BBFG upon submission.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Volunteers must not use for their own purposes information obtained as a result of their role with the BBFG. This applies both during and after the period in which the individual is a BBFG volunteer.

Personal Gains

Volunteers must not use their status as a BBFG volunteer to obtain personal gain from those doing or seeking to do business with the BBFG. Additionally, volunteers should neither seek nor accept gifts, payments, services, fees, special valuable privileges, pleasure or vacation trips, accommodations or loans from any or from any organization or group that does, or is seeking to do business with the BBFG.

Accounting and Financial Reporting

Volunteers must comply with BBFG accounting, reporting and internal control procedures and are forbidden to forge, falsify or omit information which may mislead auditors or other internal or external reviewers of BBFG documents, financial or otherwise.

Respectful Conduct

Volunteers must treat with respect all clients, staff, and fellow volunteers with whom they interact while conducting BBFG business. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated, and will be addressed promptly and in confidence. BBFG expects all staff and volunteers to abide by Human Rights codes.

Alcohol and illegal or prescription drugs

All volunteers are expected to be fit for duty when reporting to work and remain fit for the duration of the day. This implies that employees must not be impaired by alcohol, illegal drugs, or prescription drugs. If a volunteer is required to take prescription drugs, these drugs should not inhibit their ability to proficiently perform their job functions.

Volunteers are not to have alcohol, illegal drugs, or related paraphernalia in their possession while in the work place.

Possession, use, or selling of alcohol, drugs, or drug paraphernalia on BBFG property or in organizational vehicles is prohibited.

Use of alcohol for social functions or any circumstances related to organizational business may be permitted when approved by the Board.

Smoking

There must be no use of tobacco products inside of the BBFG grounds. Volunteers who desire to smoke or use tobacco products must do so during rest or lunch breaks only and in the designated areas. Proper clean up and disposal of tobacco products is required.

Contacting Others

Occasionally, volunteers will need to contact other volunteers with regard to their activities with the BBFG. We expect all such communications among volunteers to follow general etiquette guidelines. Other than email addresses and/or phone numbers, the BBFG will not share contact information about a volunteer with another volunteer without the express consent of all parties involved. We encourage volunteers to use common sense when communicating with other volunteers -- or anyone.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the BBFG or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of materials, harassment, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.

These are minimum standards and by no means cover every contingency.

Any volunteer who is uncertain of the application of this policy should contact their supervisor.