



# Oregon State University

## Extension Service

### Master Gardener



#### Code of Conduct

This Code of Conduct is an agreement between volunteers who commit to the Oregon State University Extension Master Gardener Program and the Oregon State University Extension Master Gardener program faculty / staff in charge of programming at the county or local level. The Code shall guide the volunteers' behavior during their involvement with the Master Gardener Program.

The OSU Extension Master Gardener Program provides objective, research-based educational programs accessible to all Oregon residents. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all Master Gardener Program participants (i.e. the general public that we serve, volunteers, faculty, staff and other professionals).

Master Gardener volunteers are expected to function within the guidelines of Oregon State University, Oregon State University Extension and the OSU Extension Master Gardener Program.

When volunteering as an Oregon State University Extension Master Gardener, I will:

- Represent OSU Extension, the OSU Extension Master Gardener Program and my individual county or local program with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Learn about, know, respect, adhere to and uphold the policies of the OSU Extension Service, the OSU Extension Master Gardener Program and my local or county Master Gardener Program.
- Participate in orientation and training programs to help me work more effectively as a Master Gardener volunteer.
- Comply with equal opportunity and anti-discrimination laws
- Accept supervision and support from Extension faculty or staff while involved in the program.
- Be willing to use and teach research-based practices and concepts in an objective manner. Keep personal opinions and actions separate from the research-based and objective recommendations made as a representative of this organization
- Accept volunteer assignments suited to my personal abilities and follow through and complete accepted tasks in a timely manner.
- When working in an OSU Extension Master Gardener demonstration garden or other Master Gardener site, use garden tools and other equipment in a safe and responsible manner.
- Participate in staff and program evaluations, as requested.

The Oregon State University Extension Master Gardener program will provide

- Mutually agreeable volunteer work assignments that align with the mission and vision of the Master Gardener program,
- Master Gardener volunteer orientation, training, support, and supervision.
- Access to current program requirements, policies and guidance

In addition, Master Gardener volunteers can expect to:

- Be kept informed and be listened to by Extension faculty and staff.

- Be trusted and respected by Extension faculty, staff and coworkers.
- Be valued as a person capable of unique contributions.

***Workplace violence prohibited***

The safety and wellbeing of OSU Extension employees, clients, volunteers, students and visitors is of utmost importance. Threatening behavior, both verbal and physical, and acts of violence at OSU Extension offices, at OSU Extension events, or by electronic means will not be tolerated. Any person who engages in this behavior may be removed from the premises and may be dismissed from the OSU Extension Master Gardener Program.

If you experience workplace violence while serving as an Extension Master Gardener Volunteer, please communicate with your Extension Master Gardener Coordinator as quickly as possible so the matter can be addressed.

I have read and understand the Code of Conduct outlined above. I understand and agree that any action on my part that contradicts any portion of this Code is grounds for the suspension and/or termination of my volunteer status with the OSU Extension Master Gardener Program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

Last Revised 09/22/2018