

Elizabeth F. Gamble Garden Code of Conduct

This Code of Conduct is a guide explaining Gamble's commitment to treat everyone with respect and to provide a safe work environment for volunteers, staff, suppliers, vendors, and our visitors. Gamble is committed to upholding confidentiality, following safety guidelines, adhering to Board Policies, and taking appropriate action when concerns are reported. The Gamble Code of Conduct includes,

Treat everyone with fairness, dignity, respect, and courtesy

- Exhibit a professional demeanor while representing the organization.
- Any form of harassment or discrimination will not be tolerated.
- Gamble is a place where tolerance is the gold standard.

Act in the best interests of Gamble

- Work in good faith, given the resources and privileges made available to you in your role.
- Do not knowingly act against Gamble, its affiliates or guests.

Confidentiality

- Protect sensitive information about volunteers, donors, beneficiaries, staff, and the organization obtained during volunteer activities.
- Never disclose the personal information or health information of any volunteer or employee to unauthorized individuals inside or outside of the organization.

Safety and Compliance:

- Follow all safety guidelines and procedures established by the organization, including proper use of equipment.
- Report any safety concerns or hazards immediately.
- Observe applicable laws and regulations.

Attendance and Reliability:

- Attend scheduled volunteer shifts and provide timely notification if unable to attend.
- Be punctual and reliable in fulfilling your assigned tasks.

Obey all relevant laws

- Seek advice from your supervisor if you have a question concerning the application of a law.

Communication and Feedback:

- Communicate openly and constructively with staff and fellow volunteers.
- Provide feedback to the organization regarding your volunteer experience.

Conflict of Interest:

- Disclose any potential conflicts of interest that may arise during your volunteer role.
- Avoid using your volunteer status for personal gain.
- Avoid actual or potential conflicts of interest situations.

Responsibilities to Disclose

- ⇒ The integrity of the organization is enhanced by these standards. If you become aware of facts or circumstances that you believe violate our Code of Conduct or California labor laws, promptly report the suspected violation to a member of Management or a member of the Board of Directors.
- ⇒ All allegations of improper, illegal, or unethical conduct will be promptly and objectively investigated. Your confidentiality and that of any witnesses and the person or persons that allegedly acted inappropriately will be protected as much as possible, while allowing for a fair investigation and any necessary corrective action. When the investigation is completed, you will be informed of the outcome of the investigation, to the extent appropriate, without breaching the necessary confidentiality.

By volunteering or working at Gamble Garden, you acknowledge that you have read, understood, and agreed to abide by this Code of Conduct.

Approved by the Board, January 28, 2025