



# **VOLUNTEER HANDBOOK 2025**

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Main Entrance: 1901 N 4th Avenue, Wausau, WI 54401  
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[www.monkgardens.org](http://www.monkgardens.org)

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## **WELCOME**

Welcome to Monk Botanical Gardens' family of volunteer stewards. It is wonderful that you have chosen to share your time, energy, and considerable abilities with the Gardens. As a volunteer, you have a prominent and vital role at the Gardens! You are now part of the staff, volunteer, and board team who make it possible for the Gardens to maintain our facilities and serve our many audiences.

Your time and talents are essential contributions in carrying out our mission of providing environmental education in a beautiful, 30-acre garden. We strive for every visitor to leave with an understanding of the importance of the Gardens. We emphasize hospitality by endeavoring to make every experience an enjoyable one! Courtesy, respect, enthusiasm, and a professional attitude by volunteers and staff members make visitors feel welcome and help them get the most from their visit.

Your innovative ideas, experience, energy, and commitment make the Gardens a special place. Our staff values your enthusiasm, talents, and interests, whether you assist with short-term projects or help accomplish long-term goals. Your contributions are measured in expanded programs, improved services, dollars saved, and increased community support. You help us achieve what would otherwise be beyond our reach!

The Gardens is a place to learn, grow, and make new and lasting friendships. We feel confident that you will also benefit by gaining experience, knowledge, and fulfillment. Working as a team, our dreams will become a reality, and this special place called Monk Botanical Gardens will remain here in perpetuity for future generations to cherish.

This Volunteer Handbook informs volunteers and potential volunteers of the policies and operating procedures of Monk Botanical Gardens. The guidelines and procedures are necessary if we are to maintain our high standards of friendliness and professionalism. Please do not hesitate to ask questions. The Volunteer Coordinator, staff, and other volunteers are always willing to help.

We are pleased and excited to have you volunteer with us, and we look forward to learning as much from you as you learn from us. We hope your time here is rewarding and fun!

## VISION, MISSION, and VALUES

**Vision:** Connect people to plants for a sustainable future.

**Mission:** Monk Botanical Gardens cultivates well-being in people, communities, and the environment with experiences that engage, educate, and inspire.

### **We Value:**

**Stewardship:** We promote environmental sustainability, biodiversity, and the protection of our natural resources. We commit ourselves to understand how our actions create change in the world.

**Awareness:** We offer experiences to the public that inspire increased appreciation and understanding of plant communities and the relationship between these plant communities and people.

**Inclusiveness:** We provide a welcoming educational garden for a diverse population of people.

**Respect:** We have a culture of cooperation and support among staff and volunteers working together to carry out the organization's mission.

**Excellence:** We excel at innovation, creativity, collaboration, reliability, and accountability.

**Aesthetics:** We provide a variety of beautiful gardens and plants that engage visitors because of their unique landscaping, design, and plant selection.

## INTRODUCTION

In just a few years, the Monk Botanical Gardens has grown into an exciting community attraction. The Gardens was incorporated in 2003, achieved non-profit status in 2004, and has built a solid reputation for delivering on its commitment to provide a premier garden focused on education. The mission statement defined by this plan is consistent with the garden's beginning and states that Monk Botanical Gardens cultivates well-being in people, communities, and the environment with experiences that engage, educate, and inspire. Volunteers and donors have created a one-of-a-kind environment where all have opportunities to visit and enjoy the beauty of the unique gardens which have become an urban sanctuary for education, appreciation of our environment, relaxation and recreation. One visitor on Facebook shared, "What an absolutely awesome place...a magical escape into nature...". Visitors to the Gardens can relax in the contemplative environment of the Memory Garden, climb the magnificent Treehouse, bring lunch and enjoy it under the roof at the "Potager" pavilion in the Kitchen Garden, view unusual plantings in the Meditation Garden, and explore the foot trails that wind through the fields and woods, and border the pond. They can marvel at the flowers in Wildflower Woods and appreciate the many varieties in the Shade and Hosta Garden. Sara's Storybook Garden will offer a fun space for the young in age and young in heart. Thousands of children, students, and adults

currently participate in programs and events all year long. The Gardens is also an official Monarch butterfly, chimney swift, and geocaching site, and a member of the American Public Gardens Association.

## **GENERAL INFORMATION**

**Robert W. Monk Gardens, Inc. d/b/a Monk Botanical Gardens (the "Gardens")**

**Mailing Address:** c/o UWSP - Wausau, 518 S 7th Street, Wausau, WI 54401

**Office:** Rooms 326, 327, 329, 330, and 332

**Phone:** 715-261-6309

**The Gardens Main Entrance:** 1901 N 4th Avenue    **Pedestrian Entrance:** 1800 N 1st Avenue

**Email:** [info@monkgardens.org](mailto:info@monkgardens.org)

### **Hours of Operation:**

- November 1-March 31, 8 am-4 pm, Daily
- April-May, 8 am-6 pm, Daily
- June-August, 8 am-8 pm, Daily
- September-October, Sunday-Wednesday, 8 am-6 pm, Thursday-Saturday, 8 am-4:30 pm
- Hours may vary during holidays. Check our website for up-to-date information.

**Website:** [monkgardens.org](http://monkgardens.org)

**Social Media:** Find us on Facebook, Instagram, Google, and LinkedIn

### **Staff**

Jennifer Plisch, Executive Director

Patrick Murphy, Facilities & Grounds Director

Linda Schill, Development Manager

Kaytie Ruesch, Program Manager

Megan Johnson, Volunteer Coordinator/Administrative Assistant

Pat Witt, Garden Supervisor

Kari Buck, Bookkeeper

Sadie Xiong, Sprouts Garden Preschool Lead Teacher - Full Day

Amanda Valencia, Sprouts Garden Preschool Lead Teacher - Half Day

Beth Grefe, Sprouts Garden Preschool Assistant Teacher

Sarah Loth, Sprouts Garden Preschool Assistant Teacher

Lauryn Rammer, Sprouts Garden Preschool Assistant Teacher

## **HISTORY**

The Gardens occupies an almost 30-acre property on the west side of Wausau. It is named for the family of the late Robert W. Monk III. He donated the land for the development of an outstanding public garden. Officially incorporated as a non-profit institution in 2003, an Executive Director, staff, and a Board of Directors oversee the development and management of the Gardens. Visit our website to see a 20 Year Anniversary Timeline detailing how we have grown and developed: <https://monkgardens.org/20years/>.

## **VOLUNTEER PROGRAM**

### **Definition of a Volunteer**

A volunteer is anyone who provides services without being under any legal obligation to do so and without expectation of payment of services. A volunteer must be officially enrolled by the Gardens via a completed and approved volunteer application on file **prior to** starting work. An exception is a volunteer working a one-time event. One-time event volunteers may volunteer by signing an event volunteer release form. The volunteer relationship may be terminated by either party at any time.

The Gardens will not accept volunteers who have committed any of the following:

- Offense of a violent crime
- Offense of a sexual nature
- Abuse of a child
- Conviction of theft or burglary

### **Purpose of Volunteer Policies**

Volunteer policies are intended as guidance only, not as a personnel agreement. The Gardens reserves the right to change procedures at any time.

### **Volunteer Rights and Responsibilities**

Volunteers are a valuable resource to the Gardens, its staff, and its visitors. As a volunteer, you will be extended:

- The right to be given meaningful assignments
- The right to be treated as co-workers in a safe, welcoming environment
- The right to effective supervision and training
- The right to full involvement and participation

- The right to recognition for work done
- The right to receive feedback on your performance

In return, volunteers will agree to actively perform their duties to the best of their abilities and to remain loyal to the Gardens' mission, goals, and procedures.

As a Volunteer, you agree to:

- Authorize an independent, confidential criminal background check (if over 18 and working closely with children's programming)
- Satisfy orientation and training requirements
- Be prompt and reliable in reporting for scheduled times and/or completing agreed-upon projects
- Notify the Volunteer Coordinator or supervising staff member as early as possible if you cannot report as scheduled
- Accurately record hours volunteered
- Wear a name tag and abide by a dress code when interacting with visitors or other audiences
- Receive feedback on performance
- Comply with all Monk Botanical Gardens rules, procedures, and/or policies
- Respect the principle of confidentiality and adhere to the same ethical standards expected of the Gardens' staff
- Consult with the Volunteer Coordinator or supervising staff member before assuming any volunteer responsibilities
- Operate within the guidelines of the assigned department in a professional and positive manner

### **Volunteer Orientation**

All volunteers will receive a general orientation on the history and mission of the Gardens, the nature and operation of the program or activity for which they will be volunteering, and the purposes and requirements of the volunteer position that they are accepting. There will be a yearly orientation, generally held in May, that **ALL** new and returning volunteers must attend each year to receive the updated information.

### **Logging Your Volunteer Hours**

#### Why do I have to log volunteer hours?

It is essential for Monk Botanical Gardens to report total volunteer numbers and hours for federal and state reporting, to track matching hours for current grants, and to make the organization more eligible for additional grant monies. Besides, we like to brag about how awesome our volunteers are 😊. In addition, awards and benefits will be given to volunteers with a variety of volunteer hours.



### How do I log my hours?

Go online and fill out the Google Form, which will record your hours monthly. This should be completed and submitted by the first week of the following month. You can find the link to the form on our website:

<https://monkgardens.org/volunteer/>.

### **Volunteer Benefits**

Volunteers who contribute 25 or more hours between January and December (previous calendar year) qualify for the following benefits:

- **25 Volunteer Hours**
  - Permanent MBG nametag to be worn while volunteering (this is received once, not each year)
  - Annual recognition in an issue of our Enews.
- **50 Volunteer Hours**
  - All of the above plus a \$20 voucher to our Spring Plant Sale.
- **75 Volunteer Hours**
  - All of the above plus \$10 off to 2 Gardens workshops/programs during a calendar year. Volunteers must pre-register by the deadline. The number of volunteer registrants is limited so register early!
- **100+ Volunteer Hours**
  - All of the above plus 2 complimentary tickets to Blossom of Lights. Volunteers must pre-register by the deadline (a code will be sent to register online).

If you are volunteering for the Gardens as part of a group, for example, with your service club, church group, or business, the hours you contribute during that time will not count towards the individual hours listed above.

### **Legacy Volunteers**

The Legacy Volunteer Program honors our long-serving volunteers.

The criteria to qualify is that the volunteer has contributed 25 hours or more for at least 10 years (does not need to be consecutive). As of 1/1/2024, the hours must have been submitted electronically for the Gardens records.

Each Legacy Volunteer will have his/her name engraved on a large paver by the Potager/Kitchen Garden.

## **WORK ENVIRONMENT**

### **Diversity and Inclusion Statement**

At the Gardens, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal

opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. We're committed to modeling diversity and inclusion for the entire botanical gardens industry of the non-profit sector and to maintaining an inclusive environment with equitable treatment for all.

To provide informed, authentic leadership for cultural equity, the Gardens strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensuring the well-being of our staff and the communities we serve.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.
- Advocate for and support broad-level thinking about how systemic inequities impact our organization's work and how best to address that in a way that is consistent with our mission.
- Help to challenge assumptions about what it takes to be a strong leader at our organization and who is well-positioned to provide leadership.
- Practice and encourage transparent communication in all interactions.
- Commit time and resources to expand more diverse leadership within our board, staff, committee, and advisory bodies.
- Lead with respect and tolerance. We expect all employees and volunteers to embrace this notion and to express it in workplace interactions and through everyday practices.

The Gardens abides by the following action items to help promote diversity and inclusion in our workplace:

- Pursue cultural competency throughout our organization by creating substantive learning opportunities and formal, transparent policies.
- Improve our cultural leadership pipeline by creating and supporting programs and policies that foster leadership that reflects the diversity of American society.
- Pool resources and expand offerings for underrepresented constituents by connecting with other organizations committed to diversity and inclusion efforts.
- Develop and present sessions on diversity, inclusion, and equity to provide information and resources internally and to members and the community.
- Develop a system for being more intentional and conscious of bias during the hiring, promoting, or evaluating process. Train our hiring team on equitable practices.
- Include a salary range with all public job descriptions.
- Advocate for public and private-sector policy that promotes diversity, inclusion, and equity. Challenge systems and procedures that create inequity, oppression, and disparity.

### **Equal Treatment of Volunteers, Vendors, and Visitors**

The Gardens does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, handicap, disability, ancestry, sexual orientation, marital status, arrest or conviction record, or any other legally protected characteristic with regard to services provided to volunteers, vendors, and visitors. Employees are expected to treat volunteers, vendors, and visitors in accordance with the freedom from harassment policy set forth herein.

### **Freedom from Harassment**

The Gardens is committed to providing a work environment that is free from all forms of illegal discrimination and harassment, including sexual harassment. This policy refers to, but is not limited to, harassment based on race, color, sex, national origin, ancestry, religion, creed, pregnancy, sexual orientation, age, disability, marital status, arrest record, conviction record, membership in the armed forces, use or non-use of lawful products or any other characteristic protected by state or federal law.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of examples of sexual harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to a sexual advance.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting or impeding, or blocking movement.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission or rejection of the conduct is used as a basis for making employment decisions; or
  - The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Bullying or victimizing another employee is also considered "harassment" under this policy. Bullying is defined as conduct including, but not limited to:

- Repeated infliction of verbal abuse such as derogatory remarks, insults, or epithets.

- o Verbal or physical conduct that is threatening, intimidating, or humiliating.
- o Sabotage or undermining of an employee's work performance.
- o Exploitation of an employee's psychological or physical vulnerability.

Such conduct will not be tolerated, and all employees and volunteers are expected to treat others with respect and dignity.

Harassment of other employees or volunteers on personal social media such as Facebook, Twitter, email, websites, or other electronic means can also be considered a violation of this policy even if the information is posted after hours.

Any allegations of harassment brought forward by an employee or volunteer will be promptly investigated. Although anonymity cannot be guaranteed, to the extent reasonably possible, the employee/volunteer's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

If you experience sexual or other harassment in the workplace, report it immediately to your supervisor. In addition, if you witness harassment, you must report it immediately to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact the supervisor, then you should immediately contact another supervisor, a member of management, the Executive Director, or Board President. All incidents of harassment or inappropriate conduct must be reported, regardless of their seriousness.

Anyone engaging in sexual or other harassment will be subject to disciplinary action up to and including discharge. This policy also prohibits retaliation against any person who, in good faith, reports inappropriate conduct or assists in the investigation of a complaint. No employee/volunteer will be disciplined or otherwise retaliated against because of making a good-faith complaint or participating in an investigation of a complaint. Retaliation in violation of this policy may result in discipline up to and including discharge.

### **Violence in the Workplace**

The Gardens is committed to providing a safe and healthy work environment, free from threats or acts of violence. The Gardens will not tolerate any threats or acts of violence directed by one employee or volunteer toward another. Violence is defined to include, but is not limited to: physical assault, aggressive behavior at another individual, purposeful destruction of organization property, intimidation through verbalized or implied threats, and destruction of another's property. Any reported act or threat will be investigated as a serious violation of organization policy. Any confirmed act or threat will be grounds for disciplinary action, up to and including discharge.

Any employee or volunteer who has been an observer or a victim of either a threat or an act of violence shall make a report to the Executive Director or Board President. Such reports will be kept confidential to the extent possible. The Gardens will investigate such reports and act as appropriate to the situation. When needed, the Gardens will cooperate with local law enforcement representatives.

Because acts of violence in the workplace may also be perpetrated by people from outside the workplace, the Gardens requests that any employee or volunteer who feels an outside threat poses a risk within the workplace report such a situation to the Executive Director. The Executive Director will assess the need for special safeguards.

### **Standards of Conduct**

We expect our employees and volunteers to follow rules of conduct that will protect the interests and safety of all employees, volunteers, the Gardens, and its members. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of standards of conduct that may result in disciplinary action up to and including termination.

- Insubordination
- Deliberate falsification of Gardens' documents (e.g. timesheets).
- Inappropriate use of, possession of, or sale of alcoholic drinks or non-prescribed controlled substances.
- Working under the influence of alcohol or non-prescribed controlled substances during business hours.
- Causing serious, malicious damage to the Gardens' property.
- Violence or a threat of violence.
- Bringing a weapon onto any property owned by the Gardens (including during hunting season).
- Sharing confidential Gardens, volunteer, guest, member, or donor information with individuals or firms outside the Gardens.
- Abusive language
- Theft
- Harassment, bullying, and/or disrespectful behavior

### **Weapons Policy**

#### Scope of Policy

This policy applies to all persons on the Gardens' property, including but not limited to visitors, volunteers, event participants, employees, vendors, and contractors, and to all vehicles that come onto the Gardens' property.

#### Objective

The Gardens is committed to maintaining an environment that is safe and free of violence, and it maintains this policy for that purpose.

#### Definitions

For purposes of this policy, "Gardens' Property" is defined as all buildings, land, driveways, and parking areas under the ownership or control of Robert W. Monk Gardens, Inc., including the property known as Monk Botanical Gardens.

"Weapons" include, but are not limited to, all firearms, handguns, electronic weapons, knives, and explosive devices, whether or not the person is licensed to carry a concealed weapon under state law.

### Policy Statement

The Gardens strictly prohibits the possession of any weapon on Gardens Property at any time, except as may be permitted by express written consent of Robert W. Monk Gardens, Inc. for purposes of controlling the population of deer and other animals which threaten the existence or viability of plant life.

Nothing in this policy shall prohibit persons from carrying a weapon in their personal vehicle while in a parking area owned or controlled by the Gardens so long as the person's vehicle is locked when the person is not present in the vehicle. No person may bring their weapon out of a vehicle while on Gardens' Property or parking areas owned or controlled by the Gardens.

Any employee or volunteer who possesses or conceals a weapon in violation of this policy shall be subject to disciplinary action up to and including termination. Any other person who possesses or conceals a weapon in violation of this policy shall be subject to expulsion from the Gardens' Property and/or termination of their volunteer, participant, vendor, or contractor status. The Gardens also reserves the right to enforce this policy by contacting law enforcement authorities.

This policy is intended to comply with all applicable laws. To the extent this policy conflicts with any local, state, or federal law, the applicable law will govern.

### **Drug & Alcohol Abuse**

Illegal drug use in the workplace is against the law and highly detrimental to the safety and productivity of our employees and volunteers. No employee or volunteer may be under the influence of any illegal drug, nor may they possess, consume, distribute, transfer, purchase or sell illegal drugs while at work, attending a business-related activity, or operating a vehicle owned or leased by the Gardens. Such activity may lead to disciplinary action up to and including termination of employment or volunteer status.

You may not consume alcohol during your scheduled work or volunteer hours or while conducting Gardens' business, attending a business-related activity, or operating a vehicle owned or leased by the Gardens. Such activity may lead to disciplinary action up to and including discharge. The exception is for Gardens-sponsored social events or other business-related activities where alcohol is served. Consumption of alcohol is permitted

at these events only to the extent it does not lead to impaired performance, inappropriate behavior, endangerment of self or others or the violation of any law.

The Gardens also recognizes that some employees or volunteers must take physician-prescribed medications. However, if these medications adversely affect job performance and personal safety or the safety of others in the workplace, you will not be allowed to work or volunteer while under the influence of the prescribed medication. It is your responsibility to report the use of any potentially impairing prescription drugs to your supervisor or the Volunteer Coordinator.

The Gardens is committed to providing a safe, efficient, and productive work environment for all employees and volunteers. Using or being under the influence of drugs or alcohol on the job is grounds for immediate dismissal. When circumstances warrant, the Gardens may require an employee or volunteer to undergo a test to determine the presence of alcohol or drugs in their system. This screening will be on paid or volunteer time at the Gardens' expense and will be mandatory. Refusal to submit to drug and/or alcohol testing may result in disciplinary action, up to and including termination of employment or volunteer appointment. All test results will remain confidential. Circumstances that would make such tests appropriate include, but are not limited to, exhibiting behavior normally associated with a person under the influence of drugs or alcohol or involvement in an on-the-job accident or other work-related incident where drugs or alcohol use or abuse is suspected to be a contributing factor or be involved.

### **Smoking Policy**

The Gardens does not allow smoking, vaping or chewing anywhere on garden premises which includes the parking lot. Employees or volunteers found violating this policy are subject to disciplinary action up to and including termination of employment or volunteer assignment.

### **Solicitation and Distribution**

Solicitation of employees, volunteers, visitors, or Gardens members by non-employees and the distribution of literature, pamphlets, or other materials by non-employees on Gardens premises is prohibited. Exceptions may be made with prior approval from the Executive Director.

### **Scheduling and Working Shifts**

Some volunteer positions require scheduling. Your supervisor will work with you to ensure your scheduling works for both the Gardens and you. If you are scheduled to work and cannot, please try and inform your supervisor via email or phone as soon as possible.

### **Dress Attire**

The Gardens expects employees and volunteers to dress appropriately relative to their position and work duties. Volunteers who work onsite with the public will be provided with a volunteer shirt to wear. Additional shirts may be purchased by the volunteer.

### **Accessing the Gardens**

Only designated volunteers will have access to enter the Gardens when closed and by vehicle. All other volunteers must enter the Gardens by the public gate/door. There are carts available and staff to help carry supplies in.

### **Equipment Use**

Oversized equipment may not be used by volunteers unless they have gone through the required training conducted by the Facilities & Grounds Director or Garden Supervisor. No personal motorized equipment, only motorized equipment owned by the Gardens may be used onsite.

### **Safety and Security**

The Gardens complies with state and federal safety laws and regulations. Please report unsafe conditions to the Facilities & Grounds Director or Volunteer Coordinator.

### **Injury**

If an employee/volunteer is injured on the job, no matter how small the injury, it is necessary to report it and complete an injury report form and submit it to the Executive Director. Volunteers should inform a staff member of the injury so that the staff member can provide the volunteer with the medical log book.

The Gardens purchases Volunteer Accident Insurance (coverage is excess over any other medical insurance available to the volunteer) and General Liability for volunteers while they are working on behalf of the Gardens.

### **Hazardous Communications Program**

The Occupational Safety and Health Act (OSHA) requires employees or volunteers handling substances included in this program to participate in a training course associated with the Hazardous Communications Program.

### **Inclement Weather Policy and Other Emergencies**

The Executive Director will determine if the Gardens will open or remain open in the event of severe weather conditions or other emergencies. If the decision is made not to open, you will be contacted one hour prior to the start of your shift.

### **Emergency Situations**

In the event that you encounter personal injury or property damage during the course of your volunteer assignment, you should follow these steps:

In the case of a serious injury, fire, or conflict situation, call 911 to request appropriate medical, fire, or police resources. Your volunteer role does not include providing the first aid, providing cardio-pulmonary resuscitation (CPR), and/or intervening in conflict situations. If you are certified in first aid and/or CPR and want to intervene, that is your personal decision.



When a visitor/volunteer at the Gardens has a minor injury and requests assistance, we have a first-aid kit located in the Potager under the sink. You may give the first-aid kit to him/her and let the person apply any treatment they deem necessary. You should also ask if they would like you to contact emergency personnel, and if requested, contact 911.

If you perceive you have time, contact the Garden Supervisor, Facilities & Grounds Director, or other staff member onsite.

Do NOT attempt to move an injured person or deal with a severe conflict situation yourself.

**Medical Log Book.** Complete an Incident Report for any emergency, incident, or accident that you are involved in, observe, is reported to you, and/or that you are asked to assist with when volunteering. Record all the information required in the "Medical Log Book." The Medical Log Book can be received from any staff member at the Gardens. Each volunteer involved should either complete his/her own entry or sign off collectively on one report prepared on behalf of the volunteers who responded to the incident.

#### **Communication and Equipment Policy**

All business equipment, electronic and telephone communication systems, and all communication and stored information transmitted, received, or contained in the Gardens' systems are organization property and intended for job-related purposes only.

Communication services and equipment have toll charges or other usage-related expenses. Volunteers should be aware of these expenses and consider cost and efficiency when choosing the proper vehicle for business communications. Volunteers should consult their supervisor with any questions about the proper mode of communication.

This organization reserves the right to inspect and monitor a volunteer's use of the company's communication systems, including computer systems and phones, for violations of this policy.

#### **Confidentiality and Monitoring**

All technology provided by the Gardens, including computer systems, communication networks, company-related work records, and other information stored electronically, is the property of the Gardens and not the employee or volunteer. In general, the organization's technology systems and electronic communications should be job-related and not for personal convenience. The Gardens reserves the right to examine, monitor, and regulate email and other electronic communications, directories, files, and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external email, voicemail, text messages, and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees and volunteers must be aware of this possibility when communicating electronically within and outside the company.

## **Appropriate Use**

The Gardens' volunteers are expected to use technology responsibly and productively as necessary for their jobs. Internet access and email use are for job-related activities; however, minimal personal use is acceptable.

Volunteers may not use the Gardens' Internet, email, or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane, or offensive language and illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or email—are forbidden.

Copyrighted materials belonging to entities other than the Gardens may not be transmitted by employees on the company's network without permission of the copyright holder.

Volunteers may not use the Gardens' computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited emails to thousands of users).

Volunteers are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every volunteer of the Gardens is responsible for the content of all text, audio, video, or image files that they place or send over the company's Internet and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The Gardens' organization identity is attached to all outgoing email communications, which should reflect its values and appropriate workplace language and conduct.

## **Google Suite**

The Gardens uses Google Suite to conduct its business. We currently use the following apps: Gmail, calendar, business, docs, sheets, shared drives, and my drive. If you are a volunteer that needs to use Google Suite, for example, a board member, you will receive an email account that will have a @monkgardens.org address and will be accessed through Gmail. This email will provide you access to the shared folders you are authorized to use along with Monk Botanical Gardens' calendars. All digital files created on a Gardens' device and/or for Gardens' business should be saved on Google Suite. If appropriate, it should go into the Staff Drive or be saved on your My Drive. For specific questions of where certain files should be saved, ask your supervisor.

## **Social Media & Internet Use**

The Gardens utilizes a variety of communication channels to reach out and connect with members, donors, guests, and business partners. The use of social media tools allows us to communicate with the public, promote the Gardens, and monitor how we are perceived. Social media provides new opportunities to attract and retain our audiences, promote and build awareness of our activities, services, and events, and gain recognition in the community.

We want to ensure that all Gardens-related web-based communications conducted by employees and volunteers of the Gardens maintain and enhance our mission, vision, and values while protecting the Gardens' integrity and reputation, whether used for professional or personal reasons.

The Gardens has no intention of controlling employee or volunteer actions outside of work. Employees and volunteers are urged to practice caution and use discretion when using internet-based social media websites and posting content that could affect the Gardens' business operations and/or reputation.

Ultimately, you are responsible for any content you post on social media sites.

- Be conscientious when using personal social media accounts and how content you post may reflect on you, and the Gardens.
- Use discretion, respect, and caution concerning fellow volunteers, co-workers, customers, and affiliates.
- Volunteers may not use company-owned equipment for personal social networking.
- Volunteers may not disclose and are expected to protect information that is confidential to the Gardens on their social media pages and/or blogs that include trademarks, logos, copyrighted materials, upcoming product releases, personal information of employees and customers, policies, procedures, and any other information that is considered confidential and proprietary.
- Volunteers cannot link from a personal blog or social networking site to the Gardens' internal or external website without authorization.
- If you choose to identify yourself as a Gardens employee or volunteer, understand that your audience may view you as a spokesperson for the Gardens. You must state that all views and opinions on your personal blogs are your own and do not represent the Gardens or any person affiliated with the Gardens. Do not produce content for any social media site or blog that explicitly or implicitly implies that the stated opinion reflects the opinions of the Gardens or are endorsed by the Gardens.
- Any comments that could be interpreted as slang terms, cursing or slurs, inflammatory or derogatory, are not permitted.
- Publication of any copyrighted information, Gardens-issued documents, or advertisements for programs and/or services is prohibited without proper approval.
- Honor the privacy of the Gardens' employees and volunteers by seeking permission before writing about things that might be considered a breach of their privacy and confidentiality. Under no circumstances should you post any confidential personnel information about a Gardens employee or volunteer that you obtained in your own capacity as a Gardens volunteer.
- Be responsible for what other users post on your individual social networking profile.
- Volunteers should not allow inappropriate or sensitive information regarding the Gardens anywhere in their profile, even if generated by another user.

- Volunteers are legally liable for anything they write or present online and can be disciplined by the Gardens for commentary, content, or images that are discriminatory or harassing, derogatory to any individual group, obscene, threatening, illegal or in violation of any other applicable law or policy of the Gardens.

## **Definitions**

### **Social Networking**

Social networking describes any activity that involves interaction with online communities of people. This interaction includes, but is not limited to, browsing other users' profiles or photos, reading or commenting on messages sent through social networking forums, and engaging in online communities' instant messaging services.

### **Social Networking Sites**

Social networking sites are specific online communities of users or any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be general or specific groups of people. Examples of popular social media sites include Facebook®, Twitter®, YouTube®, Flickr®, LinkedIn®, and others.

### **Social Networking Profile**

A social networking profile is a specific user's personalized web page within a certain social networking site. It may be that of an individual or the organization and usually contains personal information such as name, birthday, photos, interests, history, and other types of information.

### **Micro-blogging or Posting**

Micro-blogging or posting is the practice of publishing a user's whereabouts, thoughts, or activities on a social networking site for others to view.

### **Authorized Gardens Social Media**

The goal of authorized social networking and blogging is to become part of the industry conversation and promote web-based sharing of ideas and information exchange. When social networking, blogging, or using other web-based forums, the Gardens must ensure these communications maintain our brand integrity and reputation while minimizing actual and potential risks.

A limited group of administrators will have access to the Gardens' social media profiles to manage content and monitor activity. Only those volunteers authorized with such access may communicate on behalf of the Gardens in social media.

### **Non-compliance**

The Gardens expects all volunteers to abide by all the rules and guidelines of the Communication and Equipment Policy. Volunteers whose actions detract from the reputation of the Gardens will be subject to disciplinary action, up to and including dismissal. We encourage any questions or clarification on these guidelines; please speak with the Volunteer Coordinator.

**Volunteer Handbook Acknowledgment**

*(This can be completed electronically using the online form provided by the Volunteer Coordinator.)*

I understand that this Volunteer Handbook describes important information about volunteering at the Gardens and that I should consult the Volunteer Coordinator regarding any questions not answered in this Volunteer Handbook.

I understand that the copy of the Volunteer Handbook I receive as noted on the date below supersedes all other volunteer handbooks or volunteer policies and practices that may have been in use prior to this edition. Since provisions of this Volunteer Handbook are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices.

My volunteer relationship with Monk Botanical Gardens is entered into voluntarily. I may terminate my volunteer position at any time I believe such action to be appropriate, and the Gardens retains the same right to terminate my volunteer position when it believes such action to be appropriate.

I have received and read, and understand the policies contained in this Volunteer Handbook and will read any revisions made to it in the future.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

## APPENDIX 1

### Weather Emergencies - Thunderstorm/Tornado Information

Various threats can be associated with thunderstorms/tornadoes:

- Lightning: kills and injures hundreds annually and may start fires.
- Winds: strong, gusty winds can cause property damage and cause flying debris.
- Rain: heavy downpours may result in flash floods.
- Hail: may damage property and result in personal injuries.
- Tornadoes: can combine all of these risks.

Follow these safety tips when a thunderstorm/tornado is imminent:

- Listen to radio, television, or weather alert radios for National Weather Service bulletins.
- The preferred action is to leave the Gardens in a timely manner to seek safe shelter. Monk Botanical Gardens does not have shelters for use by visitors, staff, and/or volunteers in the event of a weather emergency.

If you get caught outside at the Gardens during a thunderstorm, with no time to reach safe shelter, follow these rules:

- Stay calm – thunderstorms are usually brief; even squall lines pass in a few hours or less.
- Do not stand underneath a natural lightning rod, such as a tall, isolated tree in an open area.
- Avoid projecting above the surrounding landscape, such as standing on a hilltop or in an open field.
- Get away from the Gardens' pond.
- Get away from tractors and other metal grounds equipment.
- Get off of and away from motorcycles, scooters, golf carts, and bicycles.
- Get away from wire fences, clotheslines, metal pipes, rails, and other metallic objects that could carry lightning to you from some distance away.
- Avoid standing in small, isolated sheds or other small structures in open areas.
- In a forest, seek shelter in a low area under a thick growth of small trees.
- In open areas, go to a low place such as a ravine but be alert for flash floods.
- If you're hopelessly isolated in a level field or open area, and you feel your hair stand on end indicating lightning is about to strike, squat low to the ground, on the balls of your feet. Place your hands on your knees with your head between them. Make yourself the smallest target possible and minimize your contact with the ground. Do not lie flat on the ground.

If you get caught outside at the Gardens as a tornado approaches, with no time to reach safe shelter, follow these rules:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If flying debris occurs while you are driving, pull over and park. Stay in your vehicle with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible. If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.
- If you can't get into a vehicle, lie flat in a low-lying area. Avoid areas with many trees and protect your head with an object or with your arms. Be alert for flash floods.

- Your choice should be driven by your specific circumstances.

*Adapted from [National Weather Service](#), [Wisconsin Emergency Management](#), and [Federal Emergency Management Agency](#) publications.*

## **APPENDIX 2**

### **Photo Use Policy**

This policy governs photographs intended for use by Monk Botanical Gardens (MBG) for marketing or public relations purposes.

The Gardens activities and visitors are often photographed for use in MBG promotional materials and publicity efforts in order to advance the mission of the Gardens. These photographs may be used in publications, print ads, direct-mail pieces, electronic media, newsletters or other forms of promotion.

All photographers taking photographs on behalf of the Gardens on the Gardens' property or at the Gardens events must obtain a signed release form from any member of the public who is visibly recognizable in the photograph. Crowd scenes that do not include children under the age of 18, where no single person is the dominant feature, are exempt.

All photographs of children under the age of 18 require release forms signed by the child's parent or guardian. If no parental release form is available, then photos and images of children may only be used when the child's face is turned away from the camera and is not discernible. The last names of children may not be published in conjunction with their photos.

Anyone may take exterior photos of the Gardens' buildings and grounds for personal, non-commercial use.

Releases should remain on file as long as the photographs remain in use.

No compensation will be given for the use of photo and video images taken during the Gardens events.

## **APPENDIX 3**

### **Participation of Minors in the Gardens Sponsored Activities**

This policy governs the participation of minors in activities sponsored by the Gardens. For purposes of this policy, a minor is an individual younger than age 18.

#### **Activities Held at the Gardens or offsite.**

When minors participate in an event at the Gardens with an adult who is responsible for their supervision, the adult must sign an event group release liability form for themselves and their child/children.

Minors must be 16 years old to volunteer at the Gardens without a parent or guardian present. An exception is minor volunteers participating in the Junior Counselor program. Junior Counselors may be 12-17 years of age.

## APPENDIX 4

### Health Emergency Policies and Procedures

Updated April 8, 2024

Our highest priority is the health and safety of our visitors, volunteers, and staff. We are closely monitoring and evaluating the situation around the Coronavirus (COVID-19), including guidelines, recommendations, and mandates from the Centers for Disease Control (CDC), the WI Department of Health Services, and local government, to ensure we are taking the necessary measures to protect our community's health and well-being.

We require that all volunteers and staff follow these guidelines while volunteering or working for the Gardens.

#### CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer (if available), especially after touching frequently used items or surfaces
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue or the inside of your elbow (or mask if wearing)
- ✓ Disinfect frequently used items and surfaces as much as possible

***All volunteers and staff should stay at home if they feel sick to protect others. Please use the following checklist before volunteering or working at the Gardens.***

Have you or anyone in your household had these symptoms:

- ✓ Confirmed fever (Temperature of 100.4 degrees or higher)
- ✓ Experienced sore throat, or runny or stuffy nose
- ✓ New or worsening cough
- ✓ New shortness of breath
- ✓ Loss of taste or sense of smell
- ✓ Have you had close contact with anyone who has tested positive for COVID 19

***If YES to any, stay home. Follow the CDC's most recent respiratory virus guidance which includes returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication.***

Once resuming normal activities, the CDC encourages taking additional prevention strategies for the next 5 days to curb disease spread, such as taking more steps for cleaner air, enhancing hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses. Enhanced precautions are especially important to protect those most at risk for severe illness, including those over 65 and people with weakened immune systems. Learn more at

<https://www.cdc.gov/respiratory-viruses/guidance/respiratory-virus-guidance.html>.



Any volunteer or staff member witnessing any other volunteer, staff, or visitor not adhering to the following guidelines should immediately report the issue to their supervisor. Monk Botanical Gardens reserves the right to implement a mask policy depending on community COVID-19 levels.

## Appendix 5

# Child Protection Policy

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### I. Introduction

Monk Botanical Gardens (Gardens) has a zero-tolerance policy for incidents of child abuse. We understand that protecting children is our most important responsibility. Our programs serve no positive purpose if we do not ensure their safety. In EVERY case, the report of molestation and abuse, or suspected molestation or abuse, will be treated with absolute priority. Monk Botanical Gardens will do everything in its power to ensure the successful prosecution of the perpetrator to the fullest extent of the law.

To protect children's safety and well-being, we ask that you carefully review the following policies, guidelines, and code of conduct regarding abuse. If you have reasonable cause to suspect that child abuse or neglect with the potential to cause injury to a child occurred or is occurring, you should talk with the appropriate person designated below to see what steps could and should be taken to protect the child. These policies do not constitute an express or implied contract of employment.

As used in this policy, the terms "child," "youth," or "minor" mean a person aged 17 or below. An "adult" is a person aged 18 or older. This document provides guidelines and establishes procedures for employees, board president, volunteers, consultants, or anyone conducting or involved (**defined as "Individuals"**) in youth programming.

Monk Botanical Gardens "**Individuals**" are defined as follows:

- All employees of the MONK BOTANICAL GARDENS
- Any volunteer working directly with children on behalf of the MONK BOTANICAL GARDENS
- Board President of the MONK BOTANICAL GARDENS
- All interns or others who may conduct youth programming on behalf of the MONK BOTANICAL GARDENS
- Any Individual who may be affiliated with a MONK BOTANICAL GARDENS sponsored activity in any capacity and who is in regular contact with young people involved in MONK BOTANICAL GARDENS programming

## II. Compliance

The Monk Botanical Gardens, as part of its Child Protection Policy, is responsible for appointing a Compliance Officer. The Compliance Officer ensures the organization is acting by following any requirements outlined in the policy. They are also responsible for designing and implementing any internal controls, policies, and/or procedures to assure compliance. The Compliance Officer audits each program to ensure policy guidelines are followed, ensures that any reports/incidents are handled appropriately and promptly, and responds to information requests.

Other duties of the Compliance Officer include but are not limited to:

- Conducting orientation and training of new employees
- Ensuring that annual background checks are conducted
- Notifying the Executive Director and the Board President of any incident reports

## III. Orientation and Training of Employees

All employees and volunteers working with children will be provided with training during their new hire orientation/volunteer orientation within one month of employment, but always before working directly with children.

Orientation/Training will cover:

- Employee's/Volunteer's obligations with regard to reporting incidents of child sexual molestation and abuse
- The proper care for a victimized child
- The process for reporting to the proper authorities and notification to the Compliance Officer
- Understanding what signs to look for in a child who may have been abused
- Appropriate behavior when working with children.

## IV. Background Checks

All Monk Botanical Gardens "**Individuals**" will be subject to a national name-based criminal background check on an annual basis and a fingerprint check upon hiring and every five years after employment. All background checks resulting in a positive finding of sexual abuse or molestation will result in that individual being permanently banned from working or volunteering in the organization.

Background checks will be conducted by an approved Background Check Provider. Checks will include, at a minimum:

- National Criminal File
- National Sex Offender Registry

- Social Security Number Verification
- County and municipal hand checks, where deemed necessary

## **V. Child Abuse Policies**

Whether physical, emotional, or sexual, no form of child abuse will be permitted or tolerated. Child abuse is morally and legally wrong. It can come in many forms. Physical abuse can be considered nonaccidental injury or pain that is intentionally inflicted upon a child or youth. Emotional abuse can be considered mental or emotional harm to a child or youth, resulting in an observable and material impairment in the child's growth, development, or psychological or emotional functioning. Anything that was done to inflict pain while disciplining a student can be considered child abuse. Staff members' physical size and strength necessitate that you use discretion and restraint in all physical contact activities with campers.

We cannot be too careful in the area of sexual abuse. Even the appearance of a wrong or a false allegation can cause irreparable damage to the accused staff member's reputation, volunteer, and/or the organization. Stating which behaviors are appropriate and inappropriate allows staff and volunteers to comfortably show positive affection and identify individuals who do not maintain safe boundaries with children or youth.

Child sexual abuse includes but is not limited to any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or third person. Sexual behavior between a child and an adult should be considered forced, whether the child has consented. The action may or may not involve touching. Sexual abuse perpetrated by one child or youth against another is strictly prohibited when there is no consent or when consent is not possible, or when one child or youth has power over the other child or youth, such as where there is a significant age difference between the children, typically three years or more. This includes any activity meant to arouse or gratify the sexual desires of any of the children or youth.

The following Guidelines for Appropriate Affection are based, in large part, on avoiding behaviors known to be used by child abusers to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all staff and volunteers, regardless of gender, working around or with children.

Appropriate Forms of Activities	Inappropriate Forms of Activities
<ul style="list-style-type: none"> <li>● Brief hugs</li> <li>● Pats on shoulder or back</li> <li>● Handshakes</li> <li>● "High-fives" and hand slapping</li> <li>● Touching hands, faces, shoulders, and arms of children</li> <li>● Arms around shoulders</li> <li>● Holding hands while walking with small children</li> <li>● Kneeling or bending down for hugs with small children</li> </ul>	<ul style="list-style-type: none"> <li>● Inappropriate or lengthy embraces</li> <li>● Inappropriate dancing or dancing too close</li> <li>● Kissing</li> <li>● Touching bottoms, chests, genitals, or areas covered by a bathing suit</li> <li>● Showing affection in isolated areas where other youths or adults are not present</li> <li>● Any form of unwanted affection or contact</li> <li>● Tickling or full-body wrestling</li> <li>● No lap sitting</li> <li>● Comments or compliments (spoken, written, or electronic) that relate to physique or body development</li> <li>● Snapping bras, giving wedgies or a similar touch of underwear whether or not it is covered by clothing</li> <li>● Providing gifts or privileges of more token value</li> </ul>

## VI. Child Abuse Reporting

Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse or neglect with the potential to cause injury to a child has occurred, you should talk with the appropriate person, as designated below, to see what steps could and should be taken to protect the child. You should immediately report violations of these policies, including behaviors inconsistent with the policies, guidelines for appropriate affection, code of conduct, and other inappropriate behaviors.

### Procedures for Reporting Child Abuse and Policy Violations

1. Any actions you observe that involve abuse or that are otherwise not acceptable behavior according to the policies, guidelines, code of conduct, or any other inappropriate or suspicious behavior should be reported as soon as possible to the Program Director or Executive Director. An incident report should be filled out as well. If you have questions about whether abuse has occurred, contact the Program Director.
2. In the event of a report, the Executive Director will be responsible for directing and/or overseeing internal and external action.
3. The Executive Director or their appointee will be the official spokesperson for the organization in any matter. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of this information. Therefore, no other staff members or volunteers shall speak to the media, to each other, or to any third party, but only to the Program Director or Executive Director regarding issues related to abuse matters, except concerning state reporting laws and cooperation with investigations as noted below.

If there is an accusation of child abuse, the Gardens will take prompt and immediate action as follows:

- All allegations will be taken seriously. Staff will take appropriate action according to state laws, insurance requirements and based upon legal counsel advice. This includes full cooperation by staff with an internal investigation and an investigation by the authorities. Failure to do so may be grounds for termination.
- At the first report of a child-abuse incident or neglect with the potential to cause injury to a child has occurred, the staff member or volunteer receiving the report will notify the Program Director or Executive Director. The Program Director will assist the staff member in filling out an incident report.
- The Executive Director may make a report to appropriate authorities or coordinate and/or support other staff in making a report by following the relevant state or local child abuse reporting requirements and will cooperate with any legal authority involved to the fullest extent appropriate.
- In the event the reported incident(s) involves a staff member or volunteer at the Gardens, the Executive Director will take personnel or remedial action which they determine necessary, which can include, but is not limited to, immediate suspension and/or termination. As determined by the Executive Director, the parents or legal guardian of the child(ren) involved in the alleged incident and staff with a need to know will be notified in accordance with the directions, if any, of the relevant state or local agency.

## **VII. CODE OF CONDUCT FOR ABUSE PREVENTION OF CHILDREN AND YOUTH**

- Staff member or volunteer agrees that their first responsibility is the participants' health, safety, and welfare.
- Staff member or volunteer will not physically, emotionally, or sexually abuse a child or youth.
- Staff member or volunteer will do their best to prevent abuse of children and youth involved in the Gardens' activities. They will prevent neglect with the potential to cause injury to children and youth involved in the Gardens' activities.
- Staff member or volunteer agrees that they have not engaged in and have not been accused or convicted of child abuse, a violent crime, indecency with a child, injury to a child, any other offense against a child, or sexual misconduct of any kind.
- Staff member or volunteer agrees that if they become aware of or observe any abuse or other inappropriate behaviors or possible policy violations with children or youth, such behaviors or violations will be immediately reported by the staff member or volunteer to the Program Director.
- Staff member or volunteer is prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or a child, youth, or others.
- Staff member or volunteer is prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth activities.

- Staff member or volunteer agrees to avoid being alone with a child or youth where other adults cannot easily observe them unless it is an emergency or unavoidable circumstance. In the event of an emergency or unavoidable circumstance, a staff member or volunteer shall notify the Program Director of the situation immediately before or directly following the emergency or circumstance.
- Staff members or volunteers agree that one-to-one interactions with children or youth will be done in an open or public or another place where private conversations and interactions are possible but occur in full view of others.
- Staff member or volunteer agrees that when supervising or assisting private activities such as dressing, the staff member or volunteer will remain observable by others or work in pairs.
- Staff members or volunteers will not agree to keep youth secrets and not ask youths to keep secrets.
- Staff members or volunteers will adhere to appropriate affection guidelines as outlined in the child abuse policies.
- Staff member or volunteer agrees to abide by the established ratios for adults and children, including the "Rule of 3" (meaning at least three individuals must be present in private areas—either two youths and one staff member or two staff members and one youth). Compliance with the established ratio is required at all times
- Staff member or volunteer is prohibited from dating or becoming romantically involved with a child or youth.
- Staff member or volunteer is prohibited from having sexual contact with a child or youth.
- Staff members or volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on Gardens property or in the presence of children or youth.
- Staff members or volunteers are prohibited from discussing their own sexual activities or discussing the use of sexually-oriented or explicit materials such as pornography, videos, or materials on or from the internet, with children or youth.
- Staff members or volunteers are prohibited from using the internet to view or download any sexually oriented materials on the Gardens property or in the presence of children or youth.
- Staff member or volunteer will not engage in inappropriate electronic communication with a child or youth or other behavior contrary to the Gardens' policies.
- Monk Botanical Gardens Code of Conduct and Policies (staff and youth) extend into cyberspace and apply in all contexts, media, and communication forms. For example, no staff members or volunteers shall engage in private forms of social media communication with youth, including, but not limited to, private Facebook messaging, direct messaging on Instagram, Twitter, Snapchat or similar applications, or any other form of private electronic communication.

**All employees and volunteers must read and sign this Agreement to Comply with Child Protection Policy.**

By signing my name below, I agree to comply with the above Child Abuse Policies and Code of Conduct. I understand that these may be changed, withdrawn, added to, or interpreted at any time at the Gardens' sole discretion and without prior notice to me.

By signing my name below, I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate Gardens leaders in accordance with the Child Abuse Policies and Code of Conduct. I agree that if an investigation of a report is required, I will cooperate fully with personnel and/or other authorities and understand that failure to do so may be grounds for termination. I understand that the Gardens will not tolerate abuse of children and youth, and I agree to comply in spirit and in action with this position

By signing my name below, I affirm I have read and understood the Child Protection Policies, Code of Conduct, and the other above provisions.

Staff/Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_