

Waterfront Botanical Gardens Volunteer Handbook

Welcome to Waterfront Botanical Gardens!

Thank you for your commitment to serve as a volunteer with WBG. Our past, present, and future successes are due in large part to the skills and dedication of you, our volunteers.

At WBG, we strive to serve the community with the highest degree of ethics and professionalism and to treat all employees, volunteers, and visitors with respect and fairness.

We cannot fulfill our mission here at the Gardens without the active participation of members from the community. We are counting on the efforts of every individual to help us successfully meet our goals and act upon our mission. From gardening, to office work, to staffing events, to everything in between, we value the diversity of the contributions you make to this organization. WBG is an ever-changing and rewarding place, and we look forward to having you play a direct role in its growth.

We wish you great success and hope that WBG will provide you with a satisfying experience.

Sincerely,

The Board and Staff of Waterfront Botanical Gardens

Thank you for volunteering with Waterfront Botanical Gardens!

It is with great pleasure that we welcome you to the community of WBG volunteers. We recognize the importance of volunteers and are delighted that you have chosen to spend your valuable time here with us. It is not an exaggeration to say that we could not accomplish all that we do without your valuable efforts.

This handbook is designed to introduce you to WBG, both the main site and the Avish Estate, as well as provide you with a basic overview of the policies, procedures, and other pertinent info to give you guidance and direction. This is not a contract or legal document, rather a place for us to share our history, philosophy, practices, and policies with you.

No handbook can anticipate every circumstance or question that may arise. If you have any questions about your volunteer experience, you are encouraged to discuss them with your WBG supervisor. We believe you will enjoy your volunteer assignments, the WBG staff, and your fellow volunteers. We are confident that your time with WBG will be personally fulfilling.

At WBG, we are committed to fostering an excellent work environment. We appreciate our volunteers' commitment to excellence. In that spirit, we extend our most sincere thanks for all that you do to make Waterfront Botanical Gardens a wonderful place for our visitors, fellow volunteers, and staff.

Thank you!

Allison Whitehouse

Adult Engagement Manager

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Waterfront Botanical Gardens' Mission

Planting seeds and growing minds for more sustainable cities.

Vision

To cultivate urban botanical gardens that educate, inspire, and enhance appreciation of the relationship between plant life and a healthy environment.

Volunteer Program Goals

- To recruit and retain a diverse volunteer community who will complement, supplement, and enhance the work of staff.
- To work with staff to determine the needs for volunteer placement and to design volunteer assignments that will meet the existing, as well as the changing, programs of WBG.
- To help create and promote a community-wide understanding of WBG and its programs.
- To meet the community's needs for service by addressing the citizens' needs to serve through programs with responsibility and challenge for those qualified, and through career exploration and personal growth where this will serve the requirements of WBG.
- To expand the service of volunteers, deepen their knowledge, and utilize their talents for more effective support of key initiatives.

About Waterfront Botanical Gardens

The Waterfront Botanical Gardens site lies within the boundaries of one of Louisville's oldest city areas, known as "The Point." In its earliest days, The Point was part of a triangular area of land completely surrounded by water. An 1857 map of the city shows a small grid of streets in the area. Fulton (now River Road), Van Buren, Irvine, Lloyd, and Clinton Streets ran parallel to the Ohio River, and were bisected by Adams, Wayne, Ohio and Marion Streets.

The 1800s

In February, 1883, the Ohio crested at 66-1/2 feet over low water, breaching the levee that protected the city, placing The Point under 30 feet of water.

During the antebellum period, Fulton Street was lined with summer homes of prosperous French families from New Orleans, who came north during the summer months *to escape the heat*. A house known as "French Garden" was located near where Ohio Street (now Frankfort Ave) meets River Road, and it was a hotel for New Orleans summer visitors. In addition to fine homes, The Point included a wooded area that was a popular picnic spot for city residents. Floods in Louisville in 1832 and 1845 caused serious damage to houses lying along the Ohio River, destroying many of them. The old channel of the Beargrass Creek was enclosed during the 1850s to create a covered sewer, and the New Cut of Beargrass Creek was dug to divert storm water from the Muddy and Center Forks of Beargrass Creek into the Ohio River two miles upstream from downtown Louisville.

Over time, The Point evolved as a working-class neighborhood with a mixture of small factories and mills, frame cottages, and small brick homes. From the 1850 census forward, the area was home to butchers, mill laborers, weavers, and others who worked in area businesses. Shops along what is now Story Avenue served the residents of the area.

In February, 1883, the Ohio crested at 66-1/2 feet over low water, breaching the levee that protected the city, placing The Point under 30 feet of water. A second Ohio Valley flood the following January also damaged the area. In 1907 the area flooded again, followed by a March 1913 flood that led the New York Times to report, "On the Point, where only tops of houses can be seen, the Ohio has done its worst. Occasionally, one of the weather-beaten houses breaks from its moorings and is swept downstream. The river has been full of wreckage for two days. Stables, outhouses, and sometimes small cottages have floated past."



Louisville Flood Map, from University of Louisville Digital Collections[/caption]

1937 Flood

The devastation to the area by the 1937 flood was so profound that the City decided to turn part of the area into a city dump for building refuse from flood damaged homes. The 300 and 400 blocks of Ohio Street, bounded by Irvine and

Lloyd Streets, became the Ohio Street Dump. As an open dump, the area became home to wild pigs who scavenged the dump for food scraps. In 1938, the city invoked an earlier city law banning free-roaming pigs within the city limits. During World War II, the Ohio Street Dump became a source of income for many residents of the area who would scavenge for recyclable items, selling paper, cloth and metal refuse to recyclers as part of the war effort. In 1942, Mayor Wilson Wyatt went to Washington, DC to obtain funding for participation in the newly-developed federal landfill program, which the city received.

The early materials in the Ohio Street Dump were primarily building refuse from the city's flood-damaged homes. Prior to the 1960s, trash transported to dumps often contained ash and sometimes hot coals from coal-burning furnaces. The Ohio Street Dump frequently caught fire, smoldering for days on end. While the burning caused air pollution problems at the time, it resulted in lower layers of refuse being burned away. Rodents in dumps often made fighting fires difficult, as they would gnaw through fire hoses. As a result, fires were allowed to burn themselves out.

Recent History

During World War II, the Ohio Street Dump became a source of income for many residents of the area who would scavenge for recyclable items, selling paper, cloth and metal refuse to recyclers as part of the war effort.

From the 1940s through the 1960s, the Ohio Street Dump charged \$1.25 a ton to rural communities to accept their refuse. Private dumps sprang up along River Road, and on Cabel Street, in the proximity of the Ohio Street Dump. Individuals who did not want to pay dump fees often dumped appliances and even cars into Beargrass Creek. In 1953, the Ohio Street Dump was expanded, as the demand for garbage disposal increased. And in 1956, the city raised the dumping fee to \$1.75 per ton, in an effort to discourage county communities from trucking garbage into the city for disposal. The opening of the city incinerator reduced some of the refuse volume carted to the site. When I-71 was completed in the late 1960s, it passed by the dump, rendering it the gateway to the city. Preparations began for the closing the Ohio Street site. Dirt and rock fill were added to seal the surface of the landfill.

In 1973, with the opening of the Edith Avenue Landfill, the Ohio Street Dump closed. An eight-year, multi-step closing plan was initiated, meeting public health requirements and stringent EPA rules for filling and stabilizing the site. The site has a dirt fill cap approximately 25 feet in depth, covered with grass planting. Ongoing water monitoring of the water quality of Beargrass Creek above and below the site shows the area to be stable with little discernible changes in the water quality as it passes the site location. At that time, the site was a designated Superfund site; however, as of November, 2010 it no longer appears on the National Priorities List.

What's Next?

In 2009, we selected the site as the location for Waterfront Botanical Gardens. After an extensive Title Search, we signed an agreement with Metro Louisville to formally commit to the property. A full Environmental Assessment was completed in 2013. The Master Plan for the Gardens was completed in 2014. In 2017, the land was officially purchased from Metro Government. Construction was ongoing through 2018 and 2019, with a grand opening of the Graeser Family Education Center on October 4, 2019.

Inspiring Visionaries of Botanica/Waterfront Botanical Gardens

While the history of the land itself is fascinating, without people to move the project forward, that land would not have grown into what it has today.

In 1999, Helen Harrigan, a member of Botanica at the time, passed away. Soon thereafter, the organization learned that she had left behind a \$1.5 million trust for them to build a botanical garden and conservatory in Louisville. While some members of the group felt that the project would be too much to take on, others wanted to see the vision through. Helen's trust (and trust!) has been an inciting factor in the progress we've seen these past couple decades.

In more recent years, Emil and Nancy Graeser were huge supporters of WBG. Their family is too. In fact, we would not have progressed as far as we have today without their support. Sadly, Emil passed away on December 22, 2018, and Nancy passed away on January 5, 2019.

As a child, Emil found an ad for a Bonsai tree in the back of a magazine and sent off for it. He was passionate about Bonsai ever since. A Japanese garden, which will include Bonsai, will feature in Phase 1D of the project.

Not only are Emil and Nancy responsible for the funding of the Graeser Family Education Center, they introduced George Duthie to the project when he wanted to honor the memory of his wife, Mary Lee. The Mary Lee Duthie Gardens will surround the Graeser Family Education Center, a wonderful legacy for the families these friends.

Sam Shine, the owner and founder of Samtec also contributed significantly to the forward motion of Phase I, sponsoring all the interior fixtures and parts of the Graeser Family Education Center. In July 2019, WBG received a surprise \$5 million dollar gift from the estate of Ellen Leslie. This largest single gift to date allows the Gardens to complete Phase I construction.

The Avish Estate

This private estate off River Rd in Prospect was formerly owned by Owsley Frazier II and had been in the Brown family since it was first built in the early 1900s. The property is roughly 22 acres and has garden beds and greenhouses onsite.

Waterfront Botanical Gardens has a use agreement with the current owners of The Avish Estate to keep the gardens and greenhouses, as well as host small events and deliver educational programming to youth and adults.

WBG Code of Conduct

It is WBG's policy that every Board member, employee, and volunteer be committed, with integrity and in good faith, to carrying out the Gardens' mission.

You are expected to read and adhere to the Code of Conduct Policy. By checking "I have read and understand" you are agreeing to read, understand, and adhere to the policies set forth in the Code of Conduct Policy.

Equal Employment Opportunity/Affirmative Action Statement

WBG is an equal opportunity employer and is committed to the principles of equal employment opportunities for all employees as well as those interested in volunteering. Volunteer placement decisions at WBG will be made without regard or consideration of an individual's race, color, religion, sex (including pregnancy, childbirth, or related medical conditions),

national origin, citizenship, age, sexual orientation, gender identity and/or expression, disability, marital status, veteran status, or any other basis prohibited by law. It is the responsibility of every volunteer to ensure that discrimination on any of these protected bases does not occur at WBG.

Discrimination/Harassment

WBG is committed to providing a work environment free of discrimination and/or harassment, and one in which all individuals are treated with respect and dignity. Discrimination or harassment based on a volunteer's race, color, religion, sex, ancestry, national origin, citizenship, age, sexual orientation, gender identity and/or expression, disability, marital status, veteran status, or any other basis prohibited by law will not be tolerated.

WBG strictly prohibits discrimination and harassment. Accordingly, we require all volunteers to report immediately any incidents of such discrimination and/or harassment whether committed by another volunteer, employee, independent contractor, consultant, vendor, or visitor to WBG. All claims of discrimination will be promptly investigated. Violation of this policy will result in disciplinary action, up to and including release from volunteer service at WBG.

WBG expects that all relationships will remain respectful and professional. Retaliation against volunteers for raising claims of discrimination or harassment will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature that:

- Is made either explicitly or implicitly
- Is used as a basis for making assignment decisions affecting the volunteer; or has the purpose or effect of substantially interfering with a volunteer's ability to carry out his/her assignment or creates an intimidating, hostile, or offensive working environment

Sexual harassment is strictly prohibited whether it is between members of the opposite sex or the same sex. Furthermore, sexual harassment is prohibited at WBG-sponsored events and in the context of all tasks performed on the Gardens' behalf, whether or not it takes place on property owned by WBG.

Reporting a Complaint

If you observe or believe you are a victim of discrimination or any form of harassment while performing your volunteer assignment, or at a WBG-sponsored event, you should immediately report it to one of the following:

- your immediate volunteer task supervisor

- WBG's Adult Engagement Manager

You are not required to report your concerns to anyone who is the subject of your complaint. In addition to reporting your concerns, if anyone at WBG or at any WBG-sponsored event engages in conduct that makes you feel uncomfortable, we encourage you to tell that person that the conduct is unwelcome, that you find it offensive, and that it should stop immediately.

Complaints will be kept as confidential as possible. WBG will promptly investigate complaints of discrimination and/or harassment. All employees and volunteers are required to cooperate fully in any investigation. Following the investigation, if warranted, WBG will take appropriate corrective action, up to and including termination of volunteer service at WBG.

WBG prohibits any form of retaliation against a volunteer for lodging a good-faith complaint under this policy or for participating in good faith in the investigation of a claim of discrimination or harassment. Any volunteer who believes he/she has been subjected to retaliation should contact WBG.

Workplace Violence Prevention

It is the intent of this policy to ensure that anyone associated with WBG, including employees, volunteers, and visitors, never feels threatened by another's actions or conduct. You should be treated with courtesy and respect at all times.

Volunteers are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another volunteer, employee, or visitor will not be tolerated. WBG is committed to providing a safe work environment and will take prompt remedial action up to and including immediate release from volunteer service against any volunteer who engages in any threatening behavior or acts of violence or who uses obscene, abusive, or threatening language or gestures.

Workplace violence includes any act or behavior that causes or threatens to cause harm, physical or otherwise, to another person or property.

"Workplace" as used here, means any WBG-owned or leased property including WBG vehicles and parking areas, sites of WBG-sponsored events, and any location visited while conducting WBG-related business.

All volunteers have a "duty to warn" their supervisors, security guards on WBG grounds, and the WBG Office of any suspicious workplace activity, situations, or incidents that they observe or know of that may involve other volunteers, employees, or visitors, and that appear potentially dangerous or problematic. Volunteer reports made in adherence to this policy will be held in confidence, to the maximum extent possible. WBG will not condone any form of retaliation against any volunteer for making a report in good faith under this policy.

Based upon the seriousness of these reported behaviors, any volunteer determined to have committed such acts will be subject to disciplinary action, up to and including release from volunteer service at WBG.

Background Checks

WBG has determined at this time that a background check is only required for those who will be assisting with our Youth Education programming in any capacity.

If a volunteer attempts to withhold or falsify information pertaining to previous convictions, they will be disqualified from further volunteer service in any area of the Gardens.

Volunteer Responsibilities

Dress and Appearance

Appropriate dress and personal hygiene play an important part in promoting a positive image of WBG. WBG will make reasonable religious accommodations involving dress and appearance.

While some volunteer areas at WBG have adopted specific attire/uniforms, you are expected to represent WBG in a professional manner and dress appropriately for your assignment.

WBG recognizes that personal appearance is an important element of self-expression. However, the following attire is not acceptable: bare chests or feet; shorts, skirts, or dresses that are extremely short in length; sexually provocative clothing; clothing featuring profanity, nude or semi-nude pictures, product advertisements, sexually suggestive slogans, cartoons, or drawings; the observable lack of or exposed undergarments.

Volunteers who fail to adhere to WBG's dress code guidelines will be asked to initiate appropriate solutions. Please consult your task supervisor or the Adult Engagement Manager if you have questions as to what constitutes proper attire for your assigned task.

Attendance

The positions volunteers fill are critical to WBG's daily operations. If you are unable to report to volunteer, or if you will arrive late, please contact your task supervisor and/or the Adult Engagement Manager. Give your supervisor as much time as possible to arrange for someone else to cover your position. Excessive absences and tardiness will result in a review of your volunteer assignment or release from volunteer service at WBG.

Hours Reporting

It is important that WBG has a record of the amount of time given by volunteers. Your hours show that we have community support and are used for grants and proposals as well as for

insurance purposes. Discuss the record-keeping procedure for your area with your task supervisor.

Volunteer placement at WBG is based on mutual consent and both the volunteer and the Gardens have the right to release the volunteer from his/her assignment for any reason or no reason, with or without cause or advance notice.

Personal Property

Personal property is the responsibility of the volunteer. WBG does not accept responsibility or reimburse for lost, stolen, or damaged personal property.

General Volunteer Policies

Drug and Alcohol-Free Workplace

WBG is committed to protecting the safety, health, and well-being of everyone at the Gardens. We have established a Drug and Alcohol-Free Workplace Policy to provide employees and volunteers with guidelines for handling the use of drugs, alcohol, and other controlled substances. This Policy applies to all volunteers whether on or off Garden property, including parking areas, while representing or conducting business for WBG during your volunteer shift, during WBG-sponsored events, in meetings, and while in a WBG vehicle.

Prohibited Behavior

It is a violation of our Drug and Alcohol-Free Workplace Policy to:

- Manufacture, sell, distribute, dispense, possess, use, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the volunteer assignment;
- Report for your volunteer assignment with illegal drugs or other intoxicants in your system;
- Report for your volunteer assignment under the influence of or impaired by alcohol.
- Legally prescribed and over-the-counter drugs or medicines are permitted provided the medications will not impair your ability to perform your assignment safely and efficiently. Reporting to or being at your volunteer assignment while using prescribed or over-the-counter drugs where such use may prevent you from performing the duties of the assignment or present a safety hazard to you, other persons, or property is prohibited. If the use of a legally prescribed or over-the-counter medication could compromise your safety, the safety of other volunteers, employees or the public, it is your responsibility to notify WBG, or use appropriate safety personnel procedures to avoid unsafe workplace practices.

Consequences

If a volunteer violates the above Policy, the volunteer will be subject to disciplinary action, up to and including release from volunteer service at WBG.

Confidential and Proprietary Information

Throughout your volunteer service with WBG, you may create, discover, or receive proprietary and/or confidential information.

You should assume that all non-public or unpublished information relating to WBG and its visitors is confidential. If there is a question of whether certain information is considered confidential, you should first check with your task supervisor.

Media Inquiries, Interviews, Speeches, and Articles

If you are approached or contacted by a media representative, you should immediately refer the inquiry to WBG for review prior to granting an interview or releasing any information about WBG.

All volunteers should be aware of any situation where they may be identified by their affiliation to WBG, so as to ensure that the integrity and reputation of the institution is not compromised and to prevent conflicts of interest.

If you are unclear as to whether or not your participation with a media outlet is permissible, you should promptly contact WBG to obtain approval prior to granting any external media interviews.

Solicitation

WBG forbids oral solicitations and distributions of information/materials on our premises.

Employees and volunteers are not to solicit or be solicited during their working time for any purpose. Additionally, WBG assets such as bulletin boards, email, telephones, computers, handheld communication devices, copiers, stationery, and meeting rooms are not to be used for solicitation purposes. Political or other campaign buttons, clothing, etc. may not be worn or displayed by volunteers during their shifts.

Smoke-Free Garden

WBG maintains a smoke-free work environment for the benefit of all employees, volunteers, and visitors. Tobacco of any kind is strictly prohibited on all WBG properties. This includes the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, e-cigarette, pipe, or using vaping device of any kind. Violations or concerns should be brought to the attention of your task supervisor.

Use of Garden Property

WBG provides its volunteers with the appropriate equipment needed to perform their volunteer assignments. Because this equipment is WBG property, volunteers are expected to use this equipment solely for WBG purposes. WBG property is defined as any piece of equipment, furnishing, vehicle, building, or supply leased, owned, donated, and in the custodial care of the Gardens. When using WBG property, volunteers are expected to exercise care and follow all operating instructions, safety standards, and guidelines. Please notify your task supervisor if any equipment appears to be damaged, defective, or in need of repair, and do not continue to use said equipment.

Volunteers who are negligent in operating, fail to adequately safeguard, or inappropriately use WBG equipment and/or property will be subject to corrective action, up to and including release from volunteer service at WBG.

Children in the Garden

Volunteers may occasionally bring their children, provided that the visits are infrequent, brief, planned in a fashion that limits disruption, and approved by the volunteer's task supervisor in advance. While children are at WBG, they must be directly supervised by the volunteer at all times. WBG should not be used in lieu of proper childcare.

Telephone and Electronic Communications System

WBG may provide volunteers with appropriate information systems access as needed in their work with WBG. No unauthorized use of computer hardware or software is permitted.

Social Media

WBG's Facebook, Twitter, and Instagram accounts offer a way for us to participate in authentic discussions with the public. By engaging in social media, WBG hopes to take a creative and proactive approach to assisting visitors, donors, and members. Websites, blogs, and social media pages that serve as a public voice of WBG will be created and managed solely by WBG.

Emergency Closings and Inclement Weather

At times, emergencies (such as severe weather, fires, power failures, earthquakes, etc.) can disrupt WBG operations. While it is our policy to remain open during most periods of inclement weather and maintain normal work hours whenever possible, where extraordinary circumstances warrant, WBG reserves the right to close to the public, its employees, and/or volunteers.

Volunteers scheduled to work will be notified by their task supervisor and/or the Adult Engagement Manager with what to do. No volunteer should come in to work if they feel unsafe in any way.

Any WBG closings will be posted to our homepage at www.waterfrontgardens.org

If an emergency occurs during your volunteer shift, please follow any instructions relayed to you by your task supervisor or other WBG staff member.

Safety

Safety is a top priority of WBG, and as a volunteer, you play a key role in keeping the Gardens safe. WBG strives to provide work environments that are safe for everyone and to maintain procedures designed to prevent injuries. This is achieved through a strong awareness and personal commitment to the safety and well-being of other volunteers, employees, and visitors.

Volunteers are to immediately report any unsafe conditions to their task supervisor. Volunteers who violate safety standards and/or cause hazardous or dangerous situations may be subject to corrective action, up to and including release from volunteer service at WBG.

Reporting a Work-Related Injury, Illness, or Accident

All injuries, regardless of how minor the injury may be, must be reported to your task supervisor immediately, and if necessary, should be attended to by a physician as soon as possible.

ANY LIFE-THREATENING INJURIES OR CONDITIONS SHOULD BE DEALT WITH BY CALLING 911.

Recycling

WBG makes an effort to promote public understanding and participation in responsible environmental practices – locally, nationally, and internationally. WBG provides collection of multi-materials through containers readily available throughout the Gardens' property. You are expected to embrace the Gardens' philosophy to join in recycling efforts.

Discipline and Corrective Action

Based upon the severity or totality of the concerns, WBG may choose to bypass any or all corrective action steps and immediately end a volunteer assignment, or may do so if a volunteer fails to demonstrate immediate and sustained improvement.

When a concern arises, the volunteer's task supervisor and the Adult Engagement Manager will determine the appropriate action to take depending upon the circumstances, and document the issue in one of the following ways:

- verbal warning
- written warning
- release from volunteer service—either immediate or after a form of corrective action has been issued
- suspension of volunteer service—A volunteer may be temporarily suspended from volunteer service while a serious matter is investigated (e.g., theft, fraud, violent or threatening behavior, security concerns, etc.)

Conflict of Resolution Procedures

WBG recognizes that conflicts or misunderstandings may arise in the course of working relationships. WBG wishes to be responsive to our volunteers and their concerns. Therefore, a volunteer who is confronted with a problem may follow the procedures outlined below to resolve or clarify his/her concerns.

Step One: Volunteers are encouraged to initially direct their concerns to their immediate task supervisor. If the complaint involves the volunteer's task supervisor, the volunteer is encouraged to schedule an appointment with that individual to directly discuss the problem that gave rise to the concern. The volunteer and task supervisor are generally able to directly resolve most volunteer service-related issues.

Step Two: If the discussion with the immediate task supervisor does not resolve the problem to the mutual satisfaction of the volunteer and the supervisor, or if the supervisor does not respond to the complaint, the volunteer should submit a written summary of the complaint to the employee's next level manager. The volunteer's written complaint should include the following information:

- the problem and the date when the incident occurred;
- the date that the volunteer met with the immediate supervisor and a summary of the immediate supervisor's response.
- suggestions on ways to resolve the problem.

Volunteers submitting such written complaints should provide as much detail as possible. Upon receipt of the written formal complaint, the manager must schedule a meeting with the volunteer to discuss the complaint, and should provide a decision to the volunteer.

If a volunteer fails to appeal from one level to the next, the problem shall be considered settled on the basis of the last decision and the problem submitted by the volunteer shall not be subject to further consideration. No volunteer will be retaliated against for filing a complaint in good faith under this procedure.

Separation

Separation from your volunteer assignment can occur for several different reasons. Any items on loan to you from WBG for the purposes of your volunteer tasks must be returned before your departure.

Resignation

While we hope both you and WBG will mutually benefit from your continued volunteer service, we realize it may become necessary for you to leave your assignment at the Gardens. If you anticipate having to resign your assignment with us, you are expected to notify you're the Adult Engagement Manager with as much advance notice as possible.

Release from Volunteer Service

WBG is an at-will organization and has the right to release a volunteer from volunteer service without cause, but will always consider the cause leading to the release. You may be released from your assignment due to substandard performance, failure to adhere to the policies and procedures of WBG, and/or misconduct. WBG has the right to ask a volunteer to leave the Gardens' property immediately.