



California Master Gardener Program
Code of Conduct/Responsibilities and Rights
University of California Cooperative Extension



We appreciate your volunteer service to the University of California. You provide a valuable link to our local communities. As you are considered an agent of the University of California, the following guidelines were developed to assist you in understanding what rights and responsibilities you have as a UCCE Master Gardener.

CODE OF CONDUCT

All University of California Cooperative Extension Master Gardener Program (UCCE MGP) volunteers and volunteer trainees shall act in ways that promote and support the UCCE MGP goals and shall not be in conflict with the UCCE MGP policies and procedures. The following are prohibited when acting on behalf of the UCCE MGP:

1. Failure to demonstrate a supportive and cooperative attitude to UCCE staff, MG volunteer peers, home gardeners, and/or other program stakeholders, as well as failure to adhere to the programmatic goals established by the UCCE MGP staff.
2. Violation of the signed Annual Volunteer Agreement or of the UCCE MGP Code of Conduct.
3. Possession or use of illegal drugs or alcohol (or to be under the influence thereof) when involved in a UCCE MGP event or activity.
4. Use of abusive, obscene and discriminatory language at any UCCE MGP activity or event.
5. Direct personal attack or harassment (visual, verbal or physical) on another person.
6. Behavior that is illegal, unsafe, or contrary to the highest standard of ethics.

YOUR RESPONSIBILITIES

1. Maintain a professional presence and dress when acting as a MGP volunteer and agent of the University of California.
2. Recognize the responsibilities of the UCCE MGP staff in setting program priorities, standards and direction.
3. Be committed to the core values, educational goals, and standards of the UCCE MGP at the various organizational levels.
4. Respect and safeguard the individual rights, competencies, safety, and property of UCCE MGP participants.
5. Prohibit discrimination in any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran.
6. When driving on UCCE MGP business, possess a valid California driver's license and carry proof of the minimum automobile liability insurance required by UC, and ensure that all passengers use seat belts.
7. Report your UCCE MGP volunteer hours on a regular basis as required by UCCE MGP staff.
8. Provide receipts for any money collected in the name of the UCCE MGP.
9. Adhere to and help enforce the program policies and procedures referred to in the UCCE MGP *Administrative Handbook for Program Staff*.
10. Be recognized as an agent of the UCCE MGP when working in a MG volunteer capacity by wearing your UCCE MGP name badge.

YOUR RIGHTS

1. To be respected by UCCE staff for the contribution MG volunteers make to the program.
2. To have access to current UCCE MGP materials, training, and curriculum to support program delivery.
3. To actively participate in communications and meetings concerning the administration and delivery of the county UCCE MGP.
4. To be informed of any administrative action that could result in disciplinary actions or dismissal from the program.
5. To make written complaints concerning the UCCE programs, policies or personnel as described in the UCCE MGP *Administrative Handbook for Program Staff*.

PENALTIES

Infractions of this UCCE MGP Code of Conduct/Responsibilities and Rights must be reported promptly by anyone observing them to UCCE MGP staff. Penalties may include any or all of the following:

- Barring the participant from future UCCE MGP events.
- Written notice of termination of MG volunteer status and removal from the UCCE MGP.
- MG volunteer status suspension while charges are under investigation.

By submitting this form I acknowledge receipt of this document, and I acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a UCCE MG volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a MG volunteer.

County: _____ Signature of UCCE MG volunteer: _____

Printed Name of UCCE MG volunteer: _____ Date: _____