

VOLUNTEER CONDUCT GUIDELINES

1. WELCOME AND INTRODUCTION

The Gallatin Valley Land Trust (GVLТ) is so pleased to welcome you to our organization. We have written these Volunteer Conduct Guidelines to help ensure that you and all other volunteers and GVLТ staff have the safest, healthiest and overall best possible experience at GVLТ. While these Guidelines apply to all volunteers, they are particularly applicable to those who volunteer on a regular basis and represent GVLТ in some way, such as Board members, Committee members, Next Gen Board members and Trail Ambassadors,

It is our belief that GVLТ's accomplishments and reputation are the result of our dedicated, passionate and hardworking team of professionals. We welcome you into the GVLТ family and hope you find your volunteer experience rewarding. Should you have any questions that are not answered in these Guidelines, please reach out to a GVLТ manager or the Executive Director or, if you are a Board member, to the Board Chair.

2. CONFLICTS OF INTEREST

GVLТ's effectiveness depends on maintaining the highest level of credibility, confidence, accountability, and trust with the communities we serve and all parties with whom we work. A conflict of interest may arise when a volunteer who has the ability to influence GVLТ's decisions or who has access to information not available to the general public is in a position, or is perceived to be in a position, to benefit financially from a project, transaction or other action of GVLТ. This benefit may be to the volunteer individually, to a family member or to another organization with which the volunteer is associated. A volunteer who has such a conflict of interest should disclose the conflict to the Executive Director who will then determine whether any action is needed to mitigate the conflict in accordance with GVLТ's Conflict of Interest and Ethics Policy.

3. POLITICAL ACTIVITIES

A volunteer should not state, imply or suggest in any way that GVLТ holds any position in support of or in opposition to any candidate for public office. Volunteers should be mindful in their personal actions (such as social media, emails, public testimony) to clarify that they are representing their personal thoughts and opinions, and not those of GVLТ.

4. CONFIDENTIALITY

Volunteers may learn confidential information in the course of their volunteer work at GVLТ. Confidential information includes information about stewardship of GVLТ conservation easements, potential conservation easement properties, trail development, and GVLТ donors, finances and budget. Volunteers must not disclose such information to others or use the information for any purpose.

5. CONDUCT EXPECTATIONS

All GVLТ volunteers should conduct themselves professionally while engaged in GVLТ activities.

Volunteers should not engage in any of the following behaviors:

- Misrepresenting GVLТ
- Discourtesy or rudeness in dealing with GVLТ's employees and/or other GVLТ stakeholders
- Theft, abuse, or misuse of GVLТ's property, materials, or supplies
- Unauthorized use of GVLТ's property and equipment
- Threatening, harassing, bullying, or inflicting bodily harm on GVLТ employees, volunteers or other stakeholders
- Making false and malicious statements concerning employees or GVLТ
- Using tobacco products including but not limited to cigarettes, cigars, pipes, vaping equipment and smokeless tobacco while engaged in GVLТ activities
- Engaging in GVLТ activities while under the influence of alcohol, marijuana, or any illegal substance

- Violating any GVLT policies, rules, regulations, or practices
- Disruption of GVLT's operation

A volunteer who observes or is subjected to any of the above misconduct by a GVLT employee, contractor or volunteer should report such misconduct as soon as possible to a GVLT manager or the Executive Director.

If an investigation confirms that a volunteer has violated this policy, GVLT will take appropriate corrective action, which may result in the exclusion of the volunteer from some or all GVLT activities.

6. HARASSMENT AND DISCRIMINATION

The safety and security of GVLT's employees, contractors and volunteers is critical. GVLT has no tolerance for discrimination, harassment, sexual harassment, violence, threats of violence, bullying, or intimidation by or against any GVLT employee, volunteer, or other stakeholder.

Definitions- Discrimination and Harassment

Discrimination is intentionally or unintentionally treating someone differently, or less favorably, based on a person's protected status or other characteristic protected by law. Harassment is a form of discrimination and consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or any other characteristic protected by law and that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. GVLT strictly prohibits discrimination and harassment based on a person's protected status including race, religious creed, color, national origin, gender, gender identity or expression, pregnancy, childbirth, sexual orientation, political affiliation, physical or mental disability, medical condition, marital status, age or any other basis or status protected by federal, state or local laws or regulation.

Discriminatory behavior may include unfair treatment, harassment (see below), denial of a reasonable workplace accommodation, improper questions about or disclosure of a person's genetic or medical information, or retaliation for reporting discrimination or for cooperating in an investigation of discrimination.

Harassing behavior may include but is not limited to:

- unwelcome touching or other physical conduct
- use of hate words, epithets, slurs, or stereotyping
- alienating or isolating another person
- making rude, condescending, insulting and demeaning statements to others
- using angry and hostile tones, shouting, throwing things or slamming doors when displeased
- unreasonably berating another person in front of others
- making jokes, teasing or kidding about another person's protected status
- sharing or distributing inappropriate written or graphic material while engaged in GVLT activities, on GVLT's premises or at GVLT work sites, or using GVLT equipment including email, phone, text, and social media

Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

- Submission to the conduct is implicitly or explicitly made a term or condition of work, or
- Submission to or rejection of the conduct is used as the basis for a decision affecting the individual, or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

GVLТ specifically does not tolerate sexual harassment in any form, whether subtle or overt. Sexually harassing behavior may include but is not limited to:

- Harassment directed toward a person because of gender or gender-identity, including hazing a person in nontraditional work environments
- Propositions or pressure to engage in sexual activity
- Sexual innuendos
- Commentary about an individual’s body
- Commentary about an individual’s sexual prowess or sexual deficiencies
- Sexually oriented ‘kidding’ or ‘teasing’
- ‘Practical jokes’ or jokes about obscene printed or visual material
- Staring, leering or whistling
- Insulting or obscene comments or gestures
- Physical contact such as patting, pinching, or brushing up against another person’s body
- Sexual assault

This policy applies to social media posts that are about or may be seen by other GVLТ employees, stakeholders, or volunteers, even if the perpetrator’s account is configured as private.

Reporting Harassment or Discrimination

A volunteer who believes they have been subjected to discrimination or harassment or have witnessed such behavior should immediately report this information to a GVLТ manager or the Executive Director. If the offending party is the Executive Director, the volunteer should report the information directly to the Chair of the GVLТ Board of Directors.

GVLТ will initiate an appropriate response after investigating all complaints of harassment, discrimination and retaliation thoroughly, to the fullest extent practicable. GVLТ will keep complaints confidential except as disclosure is required. If an investigation confirms that a volunteer has violated this policy, GVLТ will take appropriate corrective action, which may result in the exclusion of the volunteer from some or all GVLТ activities.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on GVLТ property shall be removed from the premises as quickly as safety permits, and shall remain off GVLТ premises pending the outcome of an investigation.

All individuals who apply for or obtain a protective or restraining order, which lists GVLТ locations as being protected areas, must provide the Executive Director with a copy of any temporary or permanent protective or restraining order which is granted.

Retaliation

Neither GVLТ, nor any of its employees, will retaliate against any volunteer for opposing unlawful discriminatory practices, reporting or assisting in making a harassment or discrimination complaint or cooperating in a harassment or discrimination investigation.

7. OTHER RESPONSIBILITIES AND EXPECTATIONS

Media Inquiries

GVLТ is a high-profile nonprofit in our community, and from time to time, volunteers may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about GVLТ, all volunteers should direct all media inquiries to the Executive Director or a member of the communications staff when possible.

Firearms/Weapons

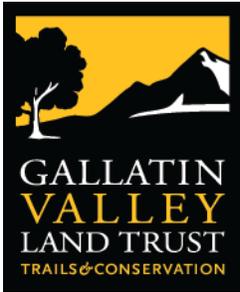
To ensure that GVLT maintains a workplace safe and free of violence for all employees, volunteers and other stakeholders, GVLT prohibits the possession or use of dangerous weapons at GVLT offices and in GVLT-owned or leased vehicles. A concealed weapons permit does not supersede GVLT policy. Other GVLT owned properties have their own set of policies about allowed uses by the public that should be referenced for questions.

Dangerous weapons include, but are not limited to, firearms, explosives, knives larger than a pocket knife and other weapons that might be considered dangerous or that could cause harm.

GVLT reserves the right at any time and at its discretion to search all GVLT-owned or leased vehicles and packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its offices, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy.

Thank you for observing these conduct rules. Please let GVLT know if you have any questions about any of the above. Thank you for your service to GVLT!

These guidelines were adopted by the GVLT Board of Directors on 4/28/2022



Volunteer's Name *(Please Print)*

VOLUNTEER ACKNOWLEDGEMENT

(Please initial each provision and sign below)

1. _____ I hereby acknowledge that I have received a copy of GVLT's Volunteer Conduct Guidelines.
2. _____ I acknowledge that these Guidelines are not a contract of employment and nothing in the Guidelines creates an express or implied contract of employment.
3. _____ I accept responsibility for familiarizing myself with the information in the Guidelines, seeking clarification of its terms or guidance, where necessary, and complying with the content.
5. _____ I understand that I should consult the Executive Director if I have any questions about these Guidelines.

SIGNATURE _____ DATE: _____