



All About Discovery![™]
**College of Agricultural, Consumer
and Environmental Sciences**
Cooperative Extension Service

NMSU Master Gardener Program CODE of CONDUCT

New Mexico State University (NMSU), the Extension Plant Science Department specialists, and your county's Cooperative Extension Service ("Extension") agent, each welcomes you as a NMSU Extension Master Gardener Program Volunteer.

As an NMSU volunteer, you will be asked to sign the NMSU Master Gardener Volunteer Agreement, which summarizes the nature of the relationship between you and this Program. Consistent with Number 5. of that Agreement, you are asked to acknowledge and abide by the Master Gardener Program Code of Conduct set forth below, as you participate in Master Gardener activities or in your capacity as a Master Gardener Volunteer.

Please read and initial each statement relating to your role as a volunteer with the Extension Master Gardener Program, and associate personal responsibilities. Your initials by each statement, and your signature below, will acknowledge that you agree to honor this Code. If you have questions or concerns, please speak with your county's Extension agent. You may request a copy of the Code of Conduct with your signature at any time. The original will be kept on file in the Extension County Office.

MATTERS OF RESPECT

1. _____ I will treat all individuals with dignity, respect and professionalism. I commit to being non-judgmental about cultural differences, living conditions and the lifestyle of each person with whom I work. I will be courteous and polite in all of my actions.
2. _____ I will avoid profane and abusive language, and disruptive behavior that is dangerous to myself or others.
3. _____ I understand that in my role as volunteer, I may become privy to proprietary or otherwise confidential or privileged information. Such information may relate to business concerns, or to an NMSU employee or volunteer. I agree to maintain confidentiality and to not use such information for personal purposes or gain.

MATTERS OF PERSONAL RESPONSIBILITY

4. _____ I will be dependable, recognizing the commitment and responsibility to my volunteer assignment.
5. _____ I will abstain from taking photos, audio or video recording equipment unless given consent by the Program instructor, manager or director.
6. _____ I will accept assignments consistent with my interests, abilities, and available time.

7. _____ I will accept assignments with an open mind and a willingness to learn.
8. _____ I will avoid conflict of interest situations and refrain from actions that may be perceived as such.
9. _____ I will share with the Program instructor, manager or director any potential or actual conflicts of interest as they arise so they may be properly managed or otherwise addressed.

MATTERS OF SAFETY

10. _____ I will not use, possess, or be under the influence of alcohol or illegal drugs. I understand that firearms are not permitted on NMSU property without the express permission of the NMSU Chief of Police.
11. _____ If I am convicted of any crime, I will inform the Program instructor, manager or director.
12. _____ I will wear clothing appropriate to the work being performed.
13. _____ I will follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and promptly reporting any accidents, injuries, and unsafe situations.
14. _____ I will report items or activities which seem suspicious or unsafe to an NMSU supervisor and/or to law enforcement authorities. I will report any observed or experienced discrimination, including harassment on the basis of a protected class (e.g. gender, ethnic origin, sexual orientation, religion), sexual assault or other unwelcome conduct immediately to an NMSU supervisor and/or to law enforcement.

MATTERS OF COLLABORATION

15. _____ I will be a team player. I will keep an open mind and value the input and suggestions of my fellow volunteers, hosts, county employees, and NMSU colleagues. I understand that decisions not made by NMSU management will typically be made by group consensus or majority vote.
16. _____ I will be patient when working on group projects. I will react with grace when my idea is not the one chosen. I will support the project I am involved with to the very best of my ability.

Printed Name of Volunteer

Signature of Volunteer

Date

**New Mexico State University is an affirmative action/equal opportunity employer and educator.
NMSU and the U.S. Department of Agriculture Cooperating**