



Volunteer Code of Conduct

Tree Pittsburgh is an environmental non-profit organization dedicated to enhancing the City's vitality by restoring and protecting the urban forest through tree maintenance, planting, education and advocacy. We have a strong community of volunteers who are vitally important in helping to restore and protect our urban canopy. Tree Pittsburgh is committed to making sure that your volunteer experience with us is rewarding, safe, educational and fun! We appreciate everything you do to support the environmental health of our region. The Volunteer Code of Conduct outlines the appropriate behavior and expectations for our volunteers to ensure that you and your fellow workers have a great volunteer experience. Volunteers in Tree Pittsburgh's programs are required to observe the organization's rules and procedures: we expect our volunteers to actively contribute to creating an inclusive, safe and rewarding experience for everyone.

With that in mind, Tree Pittsburgh expects its volunteers to:

- Always treat volunteers and staff with respect both in your language and your actions.
- Always follow instructions from the staff.
- Arrive on-time for the volunteer activity.
- Dress appropriately in closed toed shoes, boots and long pants.
- Learn how to use the tools safely and take good care of them as instructed by the staff.
- Ask permission of a staff person before operating machinery, tools or vehicles.
- Work together carefully and safely as part of the team.
- Obtain written permission from a staff member if you work on behalf of Tree Pittsburgh in the community.
- Follow the COVID19 safety protocols including masks, hand sanitizer and social distancing.

The activities outlined below are **strictly prohibited**. Any participant or staff member who violates this Code may be removed from the program.

- Possession or use of alcoholic beverages or illegal drugs on Tree Pittsburgh's premises or Tree Pittsburgh events or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto Tree Pittsburgh's premises or Tree Pittsburgh events dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Conduct endangering the life, safety, health or well-being of others.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with Tree Pittsburgh supervising employees.
- Operating Tree Pittsburgh vehicles, machinery, or tools, unless given specific permission from a Tree Pittsburgh supervising employee.
- Occupying the Tree Pittsburgh staff office area, garage or nursery un-supervised, without specific permission from a Tree Pittsburgh staff member.
- Identifying as Tree Pittsburgh staff, or performing acts on Tree Pittsburgh's behalf without advance written permission from an authorized staff member.
- Using Tree Pittsburgh's name, logo or likeness for personal or commercial gain, or as credentials without express written permission from the Executive Director.