



***Orientation Manual***  
***for the***  
***National Give Back Programme***

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## **1. Organization Mission Statement**

Passiflora Ltd.'s aim is to provide quality education and training in all aspects of garden and landscape design, horticulture and to encourage the use of sustainable practices. As the company responsible for Andromeda Botanic Gardens, it aims to manage this historic site in accordance with the wishes of Iris Bannochie and its legal obligations to the Barbados National Trust.

## **2. Objectives/Goals of the Organization**

a. The company is committed to developing Andromeda as a botanic garden with reference to the following definition "Botanic gardens are institutions holding documented collections of living plants for the purposes of scientific research, conservation, display and education." (International Agenda for Botanic Gardens in Conservation.)

b. The company aims to manage Andromeda Botanic Gardens with the following aims:

- To maintain high standards of horticulture.
- Create and develop courses and workshops
- To further research in tropical horticulture.
- To continuously work to improve and develop this historic garden.

- To ensure local Barbadians and residents are familiar with the unique qualities of Andromeda Botanic Gardens and to actively seek their patronage.
- To seek help and advice from foundations and philanthropical organisations to improve and benefit these Gardens.
- To give joy to those who visit and work here.
- To conserve and protect local flora.
- To be courteous and respectful to everybody, at all times.

### **3. Expectations of the Volunteer**

- To act in ways that fulfil the above goals.
- To be proactive and make suggestions that could improve all aspects and areas of Andromeda Botanic Gardens
- To ask questions in order to fully understand the aims of all tasks.
- To enjoy their time here!

### **4. Role of the Volunteer**

- To help Andromeda Botanic Garden as detailed above and with compliance with the Give Back Policy.

### **5. Specific Activities to be Performed by the Volunteer**

To assist with the following:

- To help maintain Andromeda Botanic Gardens. This includes basic gardening including weeding, cutting back, propagation and other gardening tasks.
- To assist in preparation for courses and workshops – help might be need to move tables and chairs etc.
- To help in continuously working to improve and develop this historic garden.
- Meeting and greeting at reception, in our Gallery Lounge. Ensuring the craft in the shop is clean etc.
- To suggest ways to ensure local Barbadians and residents are familiar with the unique qualities of Andromeda Botanic Gardens and to actively seek their patronage.
- To assist in carry out plant research.
- To make suggestions to help Andromeda seek help and advice from foundations and philanthropical organisations to improve and benefit these Gardens.
- To give joy to those who visit and work here.
- To help to conserve and protect local flora.
- To be courteous and respectful to everybody, at all times.
- To help promote Andromeda using social media.

## **6. Role of Focal Point**

Sharon Cooke, the managing director, course tutor, curator and head gardener will provide supervision and oversight of the students registered to undertake volunteer service and submit reports as required by the METVT.

## **7. Hours of Operation**

Andromeda Botanic gardens opens to the general public Tuesday-Sunday 10am-4pm, last entrance.

Mondays are reserved for pre-paid 'Bubble Tours'.

Volunteers can work Saturdays, Sundays, Wednesdays and Thursday in the garden.

Tuesdays and Fridays they will be working in the Gallery Lounge, meeting and greeting as well as general shop work.

## **8. Emergency Procedures**

Any emergency must be referred to Sharon Cooke, or Anna-Lisa Alleyne.

Those that involve injury will be attended to and logged.

A first aid kit is available.

Assembly Point is at the entrance to the carpark.

All exits to our buildings are clearly marked.

## **9. Volunteers' Code of Conduct**

Before getting into the specific responsibilities of a particular position description, many organizations articulate a general "Code of conduct" by which volunteers are expected to follow.

Examples are listed below:

- To be guided by the focal point at all times.
- Respect the mission and goals of the organization.
- Deal with conflicts or difficulties in an appropriate manner.
- Respect the property of the organization.
  
- To be courteous and respectful to everybody, at all times.
- Respect the wildlife
- Do not feed the monkeys

## **10. Standard of Appearance**

When working outside please dress appropriately for your protection – long trousers, long sleeves, hats and gloves are required.

When working inside, dress-code is smart, casual, professional

## **11. Employment Sexual Harassment Prevention Act**

We are be guided by the Employment Sexual Harassment Prevention Act, 2017,  
Section 5.

**(5) A person who is guilty of an offence under this Act, is liable on summary conviction to a fine of \$5,000.00 or to imprisonment for term of 12 months or both.**

## **12. Insurance and Liability Coverage**

Andromeda's insurance coverage is with CGI and is suitable for the activities of  
volunteers.



### 13. Volunteer Agreement Contract

Welcome Student,

This document is provided to outline the partnership agreement between Andromeda Botanic Gardens and you ..... (name of student) with reference to the period of volunteerism at this organisation.

In signing this agreement, you have read the manual and agreed to our goals and objectives in addition to your role and standard of conduct as volunteer during your period of volunteerism.

Yours respectfully

.....  
Student

.....  
Date