



Volunteer Agreement, please print and bring with you or sign and download with online application.

Safety:

Certain areas of the facility, particularly the intake areas, the cat isolation rooms, dog isolation areas, and the vet clinic, are limited to staff members only. Animals in these areas have either not been evaluated, or have a contagious medical condition. Please be aware of these areas and do not enter.

If you cut yourself, fall or injure yourself in any way, report it immediately to management. If an animal scratches or bites you (breaks your skin in any way), also report this immediately to management. Please always be extremely careful when working in the facility.

Volunteer Employment Practices:

The Humane Society is committed to fair, nondiscriminatory treatment of all volunteers based on merit, performance, and ability, and believes that each volunteer has the right to work in a professional environment in which equal opportunities are promoted and discriminatory practices based on race, color, religion, gender, sexual preference or orientation, national origin, age, or physical or mental disability, are prohibited.

Volunteers with Special Needs:

If you have a mental or physical disability or have other special needs, you may still be able to volunteer at the Humane Society. The animals value the care they receive from all types of people. If there is an issue of safety, we may ask that the special needs Volunteer be accompanied by a caregiver.

All Volunteers Agree to Follow the Above Policies and:

- 1) Work without pay or employment-type benefits.**
- 2) Adhere to both the letter and spirit of all Organization rules as outlined in current Humane Society policies, posted notices, emails, and volunteer manuals, or communicated in any way.**
- 3) Strictly maintain the highest ethical and moral standards of physical and emotional treatment of the animals under our care.**
- 4) Accept the guidance of staff when communicated.**
- 5) Communicate concerns, compliments, suggestions or other feedback to the appropriate staff member.**
- 6) Maintain the reputation and integrity of the Humane Society when working with the public; practice good customer service skills with the public and other volunteers and staff.**
- 7) Learn the risks involved in working in a facility with potentially hazardous chemicals and in certain activities of the facility, and limit those risks whenever possible.**
- 8) Understand that the Humane Society, without notice or hearing, may terminate my services as a Volunteer at any time, with or without reason.**
- 9) Not represent the Lynchburg Humane Society outside my immediate volunteer capacity. Only the executive director or her designees speak for the organization.**
- 10) Use Humane Society property only for the benefit of the Humane Society and not for own personal benefit.**
- 11) Wear clothing appropriate for the nature of the work being done.**
- 12) Be responsible for personal belongings, keeping them with the volunteer or locked in a vehicle.**

The Volunteer Further Swears and Affirms as Follows:

1) Hazard Communication Program: The OSHA (Occupational Safety Hazard Administration) was founded to ensure that all chemicals used in as organization would be evaluated and that this information pertaining to these hazards would be passed on to employees and their staff. The goal is to reduce the number of chemically related occupational occurrences and injuries. In order to comply with this standard, a written Hazard Communication Program has been established for the Lynchburg Humane Society. I am aware that copies of this information are available for review by employees, volunteers, and community service personnel in the employee lounge. This book contains information on your Right to Know product labels and MSDS (material data safety

sheets), recognizing hazardous materials, and what hazardous materials to which you could be exposed. If you have any questions pertaining to this information, please contact the Volunteer Manager.

2) Non – conviction statement: I have never been convicted of intentional or negligent animal cruelty, neglect, and or abandonment by any legal authority. I further swear that I will provide updated information should change occur.

3) Confidential information: I agree I owe duties of loyalty and confidentiality to the Organization at all times during my volunteer work and following the conclusion of my volunteer work, whether voluntary or involuntary, and agree to hold in the strictest confidence all Confidential Information, unless disclosure is required by law, and further agree that I will not use any such Confidential Information for my own benefit or to the detriment of the Organization and/or its Board of Directors and/or Officers during my work with the Organization or anytime thereafter. “Confidential Information” shall mean any information, including but not limited to, internal Humane Society activities, proprietary Organization information, any personal information of any donor, adopter, customer, volunteer or any other individual obtained at the Lynchburg Humane Society, data of any kind, animal care techniques, vendor lists, operating methods, trade secrets, costing, pricing and financial data, financial statements and projections, project results and tests, Organization business plans and proposals, data and information the Organization receives in confidence from any other party, personnel matters, or any confidential matters of the organization.

I Agree

I have read the Volunteer Agreement provided and agree to be bound by all of the terms thereof. By signing this form, I attest that the information I have provided on the form is true and accurate.

Signature _____ Date: _____

Parent/Guardian

Signature _____ Date: _____

***If under 18 years of age a parent or guardian signature is required**

Lynchburg Humane Society/ 1211 Old Graves Mill Rd. Lynchburg, VA 24502/ 434-448-0088/ lynchburghumane.org