

VOLUNTEER AGREEMENT and CODE OF CONDUCT

As a volunteer for the Columbus-Lowndes Humane Society (CLHS):

I give my permission to the CLHS to verify any of the information in this application.

In signing this statement, I agree to abide by the policies and procedures of the CLHS during my time as a member of the volunteer staff. I will conform to all rules and regulations commonly applying to employees of the CLHS, including safety, discrimination, harassment, and confidentiality.

I will confide all comments, questions, suggestions, whether positive or negative, to my immediate staff supervisor and/or the Volunteer Coordinator.

I give consent to CLHS to use and reproduce my name, voice, and/or likeness or that of my pet(s) in connection with any advertising, programming, and/or promotion of the CLHS in any media it chooses.

I agree to hold harmless the CLHS, its agents, employees, directors and insurance carriers from any and all claims, damages, and judgements which I may have now or in the future against the CLHS in all matters pertaining to my service as an CLHS volunteer member including, but not limited to, personal injury.

I further agree to (please read and initial each line):

- Support the mission, goals and efforts of the CLHS with a positive attitude.
- Approach my volunteer job responsibilities with professionalism.
- Treat all animals with kindness.
- Agree to provide adequate food, water, and shelter.
- Protect this animal from any form of abuse or cruelty.
- Understand that the Foster Coordinator or a staff from the CLHS can call or visit to check on the welfare of this animal.
- Understand that in the case you are unable to comply with these terms will result in the animal being picked up or returned to the CLHS.
- Promote goodwill by handling contacts with staff, other volunteers, customers, and visitors in a spirit of courtesy and cooperation. Be positive and creative in my efforts to resolve problems.
- Report to my volunteer job physically and mentally fit for duty. **The CLHS is a drug free workplace.**
- Provide appropriate notice of unavoidable absence or lateness.
- Deal fairly with all CLHS colleagues, co-workers, supervisors, customers, visitors, volunteers, etc., without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability.
- Contact the Volunteer Coordinator immediately if I feel discriminated against or harassed by someone in connection with my volunteering.

- Only serve as agency representative in the community or media spokesperson when authorized to do so by the Administrative Office or Volunteer Coordinator.
- Correct, when possible, misleading or inaccurate information and representations made by others concerning CLHS policies, practices, and procedures.
- Maintain and safeguard the confidentiality of all business, donor, employee, volunteer and animal records, credit and financial information, and/or any information relating to the operation of the agency that is not known or readily accessible to the public.
- Observe all safety and security rules in the performance of my volunteer job duties.
- Report accidents, injuries, fire, theft or other unusual incidents immediately after occurrence or discovery.
- Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using CLHS property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.
- Contact the Volunteer Coordinator if I have questions or concerns about the CLHS policies, procedures, interpersonal communications, or my volunteer responsibilities.
- Understand and agree that I may need to supply a Mississippi Department of Law Enforcement background check at my expense.

In order to remain in good standing, I understand that I am required to consistently adhere to the Volunteer Code of Conduct.

Signature

Date