



Saving Lives... One at a Time!

Paws Place Dog Rescue Volunteer Agreement & Guidelines

As a volunteer with Paws Place Dog Rescue, you will be required to abide by the terms of this agreement. This agreement details what Paws Place will expect from you and what you can expect from Paws Place.

- You will treat all animals, staff, other volunteers, and Board members with respect, and you agree to work as a team member.
- Paws Place Dog Rescue strives to maintain a workplace that is free from discrimination and harassment. Any volunteer who engages in discrimination or harassing conduct towards staff or other volunteers is subject for removal. By signing this Agreement, you agree to the Paws Place Dog Rescue Code of Conduct Policy provided to you as part of your orientation packet.
- We encourage you to ask questions, follow directions, give suggestions, or address problems to the management team or supervisor on duty.
- Although we greatly appreciate extra hands, we cannot allow volunteers to bring along friends or family unless they have completed paperwork and training. This is for the safety of volunteers and our animals.
- As a volunteer, please observe all signs posted on property, kennels, and dry board. If you notice any animal that shows signs of distress or sickness while you are here, (i.e., diarrhea, runny noses, limping, etc.) please report to supervisor on duty.
- If you are injured while volunteering, please report immediately to manager or supervisor on duty. An incident report will need to be filled out and you as well authorize Paws Place to seek medical treatment for you.
- As a volunteer, we ask that you can commit nine (9) hours per month. This helps you keep familiar with the animals and activities at the kennel.
- You will allow Paws Place Dog Rescue to use your likeness in a photograph, video or other digital media in any of its publications, including web-based publications, without payment or other consideration.
- Please note that we are unable to offer completion of community service hours or court-mandated volunteer hours as part of our volunteer program .
- Please note and understand that no weapons of any kind are permitted on the premises. This includes gun, knives, mace, or any other weapons. As well, we are a smoke free environment on all the property.
- You agree to indemnify and hold harmless Paws Place Dog Rescue, its employees, and Board Members from and against all liability arising out of or related to your duties under this agreement.
- If you are not able to abide by the terms of this agreement or are otherwise unable to meet the requirements of the Volunteer program you understand that you can and will be terminated from the program by Paws Place management or Paws Place Board Member.

Print Name _____

Signature _____

Date _____

PP Representative _____

PAWS PLACE DOG RESCUE VOLUNTEER CODE OF CONDUCT POLICY

Volunteers are an important part of Paws Place Dog Rescue and the actions of a volunteer can reflect both on the volunteer and the organization. All volunteers must sign the Volunteer Agreement & Guidelines ("Agreement"), attend an orientation session and be paired with a senior volunteer for training before volunteering with Paws Place. When signing the Agreement, the volunteer agrees to comply with the Paws Place Code of Conduct Policy ("Policy") as described herein.

Paws Place promotes a respectful community free of harassment, offensive behavior or physical and emotional abuse or violence toward others. The Paws Place Board of Directors ("Board") has sole discretion to determine whether a violation of this Policy has occurred and to evaluate the severity of the violation. A violation may result in discipline and/or dismissal from participation in the volunteer program. Disciplinary action can include verbal warnings, probation of volunteer duties or immediate dismissal, depending on the seriousness of the violation in the judgement of the Board. Paws Place will consistently apply and enforce the Policy to maintain fair treatment of all volunteers.

Any volunteer who violates the Policy will be immediately communicated to by a Paws Place Board member with the appropriate resolution.

Policy Violations:

1. Abuse or mistreatment of a staff member, another volunteer or any other affiliate of Paws Place, including but not limited to the use of offensive language or harassing behavior is grounds for disciplinary action. Depending upon the severity of the behavior, the volunteer may receive a written warning, or they may be dismissed from further participation in the volunteer program. Any volunteer who has received more than one written warning will be immediately dismissed from further participation in the program.
2. Volunteers not satisfactorily performing their duties will receive a written warning for the first violation and will be dismissed from further participation in the program if they have received more than one written warning.
3. Abuse or mistreatment of a dog, or jeopardizing the safety of a dog, will be grounds for immediate dismissal.
4. The possession of alcohol, illegal drugs or weapons is strictly prohibited. Any violation will result in an immediate dismissal.
5. Inappropriate physical contact with any staff, volunteer or other Paws Place affiliate will result in an immediate dismissal.

Any staff member or volunteer who witnesses another volunteer violating this Policy can share the violation anonymously by sending an email to erica@pawsplace.org