

Nassau Humane Society Volunteer Code of Conduct

Professionalism

- Please dress comfy while at the Adoption Center, grass can be muddy, the kennels are slippery and dogs sometimes jump. It is best to wear closed-toed shoes, volunteer badge, pants/shorts/capris.
- Cell phone use should be limited. If you need to make a call/send a text, wait until you are not working directly with an animal. Focus and attention should be on them in case of emergency and for their enrichment.
- Nassau Humane Society is not responsible for lost or stolen items.
- Profanity, drugs and alcohol are not permitted on property. To keep our animals, and yourself safe, you should never be under the influence while volunteering.
- Nassau Humane Society is a smoke free/vape free facility. Please use the designated area, if needed.
- Friends and family are not permitted to join you while volunteering unless prior approval from a staff member has been received.
- Please be welcoming, speak with mindfulness and respect to other volunteers, staff, and guests visiting NHS.

Community Involvement

- Be sure to identify yourself as a Volunteer and always refer any questions and inquiries you do not know the answer to, to NHS staff.
- Any posts on Social Media should state that you are a volunteer.
- Information regarding owner surrenders, staff, volunteers, clients, and donors is confidential and should not be discussed or shared outside of NHS.

Safety

- Working with animals exposes you to risk of injury and spread of some diseases. By signing this, you are acknowledging and accepting these risks.
- Training is required for all volunteer opportunities to ensure the safety and training consistency. Training requirements are listed in the role description. The volunteer coordinator and staff can also provide descriptions. Descriptions can be changed or modified at any time.
- Always treat animals with respect and patience. If you have a difficult animal, ask for help how to properly handle them or return the animal to their kennel. Adversive training methods and/or punishment (physical or verbal) are prohibited and can result in your immediate dismissal.

Reporting Concerns

- Always report accidents and injuries to staff promptly.
- Report any sign of animal mistreatment by another volunteer, staff member or guest immediately.
- Report any medical or behavioral problems with an animal to staff.
- Discuss problems with another volunteer or staff member with the Volunteer Coordinator.
- Discuss any problems with a guest to a staff member at the time of incident.

Commitment to the program

- Volunteers are responsible for scheduling shifts via Volgistics.
- Check in at the Front Desk or with a staff member in the area that you are volunteering in and log the time you were here in Volgistics.

Thank you for Volunteering!!

I acknowledge I received, read and am responsible for knowing the JHS volunteer code of conduct listed above.

SIGNED NAME _____ DATE _____

PRINTED NAME _____