

## **VOLUNTEER POLICIES**

*Ching Farm Rescue & Sanctuary* accepts the service of volunteers ages 16 and older with the understanding that such service is at the sole discretion of the sanctuary. Children between 10-15 years of age must be accompanied by a parent. Volunteers agree that at any time, for whatever reason, we may terminate the volunteer/s relationship with the sanctuary. We may also make changes in the nature of volunteer assignments as we see fit.

A volunteer may, at any time, for whatever reason, decide to sever the volunteer relationship with the organization. Notice of such a decision should be communicated as soon as possible to the volunteer coordinator.

### ***Representation***

Prior to any action or statement which might significantly affect or obligate *Ching Farm Rescue & Sanctuary*, volunteers should seek prior consultation and approval from us. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organizations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations.

### ***Confidentiality***

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single volunteer, coordinator of the sanctuary, or the overall business of *Ching Farm Rescue & Sanctuary*.

### ***Placement***

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met. No volunteer should be assigned to a “make-up work” position, and no position should be given to an unqualified or uninterested volunteer.

Volunteers shall be given all necessary training to perform in their assigned position.

### ***Sexual Harassment***

A respectful work environment is essential to the well-being of both volunteers and coordinators. *Ching Farm Rescue & Sanctuary* does not condone or tolerate behavior which constitutes harassment. Any unwanted intrusion upon the sexual dignity of another which might be reasonably expected to cause offense, embarrassment, or humiliation is strictly forbidden.

### ***Reasons for Dismissal***

Possible grounds for dismissal may include, but are not limited to:

- Gross misconduct or insubordination
- Being under the influence of illegal drugs
- Theft of property or misuse of organization equipment or materials
- Abuse or mistreatment of other persons
- Failure to abide by *Ching Farm Rescue & Sanctuary* policies and procedures
- Failure to meet physical or mental standards of performance
- Failure to satisfactorily perform assigned duties
- Teasing, chasing, physically, or verbally abusing an animal