



Kitsap Humane Society Volunteer Liability Waiver/Volunteer Contract

Name of Volunteer: _____

Email: _____ Contact Phone#: _____

In signing the application, I understand and agree to the following:

- I have read the complete Volunteer Manual, and I agree to comply by all rules and regulations stated in the Volunteer Manual.
- I agree to attend all required training classes. I agree to abide by the policies and procedures presented to me at the volunteer orientation and training workshops. I understand that if I do not follow rules established by the Kitsap Humane Society, I may be subject to corrective action and/or termination from the Volunteer Program.
- I understand that if I am subject to corrective action or disciplinary proceedings, including and up to termination, a written record of the concern discussed will be provided to me, either at the time of the conversation, or in a follow-up email.
- I understand that if I am injured while acting as an unpaid member of the volunteer staff, I am not covered by Washington State Workers Compensation Law. I authorize the Kitsap Humane Society to seek emergency medical treatment in case of accident, injury or illness. I agree to hold the Kitsap Humane Society, its employees, volunteers and officers harmless in all matters relating to my service as a volunteer, including but not limited to personal injury.
- I agree on behalf of myself, my heirs, personal representatives and executors to allow the Kitsap Humane Society to use any photographs or videotapes taken of me for use in public relations efforts.
- I understand that I am a representative of the Kitsap Humane Society and that I may have access to personal or privileged information regarding the organization. I agree to respect and maintain confidentiality of all donors, customers, volunteers, staff and animals of the Kitsap Humane Society both on and offsite, during and outside of volunteer hours. I understand that any disrespectful or misleading representation of the Kitsap Humane Society may be cause for immediate dismissal from the Volunteer Program.

- I understand that because I handle animals, it is important to discuss being vaccinated against tetanus with my physician. I release the Kitsap Humane Society from all responsibility that may occur because of my not pursuing this matter further, and I understand whatever decision I make is at my own risk.
- I understand the hourly requirements for being a Volunteer at Kitsap Humane Society is eight hours a month for a minimum of six months. I understand that if I am unable to meet the hourly requirements for Volunteering that there are other options, but I must contact the Volunteer Department Coordinator at volunteerdept@kitsap-humane.org before starting

Applicant Signature

Date

Print Name

FOR PARENTS AND/OR GUARDIANS: *(of Volunteers under the age of 16)*

In signing the application, I understand and agree to the points listed above. I also understand that because my child is under the age of 16, they will need to be accompanied by a parent or adult at all times while at KHS.

Parent/Guardian Signature

Date

Print Name

If your child is being supervised at KHS by someone other than a parent or legal guardian, please authorize:*

I authorize _____ to supervise my child in their KHS volunteer activities.

**If a person other than the child's parent or guardian is supervising the child while at KHS, that person must complete and submit a general volunteer application.*



Kitsap Humane Society Volunteer Code of Conduct

Introduction

As a volunteer at Kitsap Humane Society, you are expected to adhere to Kitsap Humane Society policies regarding Diversity and Inclusion and Harassment, and act in accordance with our organizational values and principles.

Organizational Values and Principles

Respect

Volunteers are expected to treat all volunteers, employees and community members with respect, courtesy, and dignity at all times. They are expected to always conduct themselves in a polite and considerate manner even when engaging in a disagreement.

Open Communication

If volunteers have concerns or disagree with decisions made by Kitsap Humane Society staff, they are expected to bring their concerns directly to staff and communicate in a respectful and compassionate manner. Volunteers are strongly discouraged from “going sideways” with their concerns—i.e., Going sideways is defined as venting or gossiping to other volunteers rather than going directly to staff with concerns. This includes either verbal, text or social media communication.

Honesty, Transparency and Integrity

Kitsap Humane Society Staff will always be honest and transparent in their communications with volunteers. As such, volunteers are expected to be honest and forthright in communications with staff. This includes, but is not limited to, being open and honest in sharing their individual experiences with shelter animals as well as sharing concerns surrounding policies or decisions made by staff. It is expected that all volunteers respect and adhere to all rules, protocols, and policies set forth by KHS staff.

Collaboration and Teamwork

It is essential that all staff and volunteers can work together to achieve a common goal and as such, it is expected that all staff and volunteers are able to work alongside one another in a positive and collaborative way regardless of personal differences. Volunteers and staff should trust one another and feel welcomed and supported by one another.

Empathy and Kindness

Animal welfare work is hard and can carry a heavy emotional impact. It is essential that all staff and volunteers operate from a place of kindness and empathy not only when engaging with the public, but also in how they communicate with each other. Staff are here to help volunteers navigate working in this challenging field. However, volunteers are expected to be kind, empathetic, and respectful in how they communicate their emotional needs with staff and with each other. Blaming others for negative situations or outcomes will not be tolerated.

Statement Regarding Diversity and Value of Inclusivity

Kitsap Humane Society is dedicated to fostering a diverse and inclusive animal welfare campus and culture that strives to remove accessibility barriers for our community, celebrates our differences and similarities, and encourages open collaboration and communication and respect for all.

Statement Regarding Harassment

Kitsap Humane Society has a zero-tolerance policy when it comes to harassment towards staff, volunteers, or members of the public. Harassment of any kind will result in immediate termination from your volunteer service at Kitsap Humane Society. Harassment may include, but is not limited to, sexual harassment, verbal harassment, cyberbullying, stalking, or any harassment or discrimination based on race, color, religion, national origin, age, gender identity, sexual orientation, or disability. This not only applies to conduct onsite at Kitsap Humane Society, but also applies to any communication, whether onsite, offsite, or virtually between Kitsap Humane Society volunteers and/or staff.

In signing this document, I agree and understand that I will be held to the expectations and standards listed above. Failure to comply with the guidelines set forth in this document may result in disciplinary action up to and including termination from your volunteer service.

Volunteer Signature

Volunteer Printed Name

Date