

Charlevoix Area Humane Society
Volunteer Application



614 Beardsley St., Boyne City, MI 49712
231-582-6774 / pets@charlevoixhumane.org / www.charlevoixhumane.org

Date: _____

Name: _____ Adult/Minor Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Occupation (put student if still in school): _____

Email Address: _____

Please circle all the jobs you are interested in:

Cat Kennel Help Walking Dogs Animal Transportation Special Events/Fund Raisers Front Office

Yard Maintenance/Handy Person Animal Bathing Other (explain) _____

Restrictions that could affect your availability for volunteer work (family schedule, school, etc) _____

Time available to work: _____ Day and/or Weekend

Other than the restrictions stated above are there any other restrictions we should know about? _____

Emergency Information

Contact Person Name and Relation: _____

Contact Person Telephone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Family Doctor: _____ Telephone Number: _____

Hospital Reference: _____

Confidentiality Statement

As a volunteer of the Charlevoix Area Humane Society, I understand that federal law mandates to the Humane Society the responsibility to protect volunteers, personnel, and public from any unauthorized invasion of the individual's right to privacy.

I understand that information concerning the public, volunteers, and personnel shall be held in strict confidence and never discussed with **ANYONE OUTSIDE** the facility.

Date: _____

Volunteer Signature: _____ Signature of Supervisor: _____

Waiver of Release and Liability

I, _____, hereby acknowledge that I am a volunteer with the Charlevoix Area Humane Society and Animal Shelter.

I hereby understand and agree that in the event I become injured, sick, or otherwise temporarily or permanently disabled that I will not hold liable, nor will I sue the Charlevoix Area Humane Society and Animal Shelter, its' Board of Directors, Shelter Manager, nor the Shelters' workers.

I hereby specifically, fully release and discharge the Charlevoix Area Humane Society and Animal Shelter from all claims, actions, and lawsuits, which I have or may have, which may arise out of my volunteer work for the Humane Society, or by reason of being on their premises or performing any related function.

Volunteer Signature: _____ Date: _____

Parent/Guardian: _____

Shelter Manager or Director: _____ Date: _____



I have read and understand the rules as outlined in "**Volunteers and Community Service**" and will do my best to follow them.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Supervisor or Manager Signature: _____ Date: _____



Volunteers and Community Service

Rules of conduct are necessary for any group of people working together.

Work rules are set up to protect the workers' safety and to ensure an orderly manner of accomplishing daily routines and tasks that are required to allow the Charlevoix Area Humane Society to run smoothly and efficiently.

1. All workers must report to work wearing proper attire. For example, no open toe or heeled shoes, halter or tube-tops, muscle shirts, baggy pants, or short shorts, short skirts. Socks must be worn at all times. No roller blades allowed.
2. No removal of any animal from its kennel or pen without permission.
3. It is required that all workers report an injury immediately.
4. Stealing of any kind, whether it is from another worker or from this facility, is not permitted.
5. Fighting or loud arguing among workers will not be tolerated.
6. This is a business phone. Phone usage is with permission only. No answering the phone, unless you have been designated and trained as an office volunteer.
7. There will be no usage of illicit drugs or alcohol while on the premises and/or reporting to work under the influence of drugs or alcohol, will result in immediate dismissal.
8. Smoking is accepted only in your own vehicle and you must be of legal age.
9. Physical or emotional abuse (teasing), of any employee, worker, volunteer, or ANIMAL will not be tolerated.
10. Refusal to perform a job assignment or insubordination will result in immediate dismissal.
11. No sleeping, or loitering on the premises.
12. Deliberately damaging, destroying, misusing, abusing, or misplacing property belonging to the Humane Society, Animal Control Division, another employee or volunteer, can result in dismissal.
13. Creating or contributing to unsanitary conditions or unsafe work areas, (ex: not cleaning dog grates thoroughly, not WASHONG YOUR HANDS after you have touched an animal) is not allowed.
14. No volunteer or community service worker is allowed behind the counter area without permission.
15. All workers must abide written or verbal warnings concerning a situation, area, or animal.
16. All workers must call ahead of time if they can not make it or if they will be late.
17. No disorderly conduct, horseplay, threatening, abusing, or interfering with the business of the Animal Control Deputy or the Humane Society will be permitted.
18. No possessing explosives or firearms while on the premises or attempting to bring either on the property at any time.
19. When Humane Society or Animal Control personnel are conduction business, CSWs and kennel volunteers must not interrupt or "hang out" nearby. They must move to an unoccupied area. Interruptions are only allowed in case of emergency (ex: escaped animal, personnel in trouble)
20. All workers must be polite and courteous to visitors.
21. No use of cell phones (talking or texting) unless on a designated break. (CSW's)
22. **You need to check in with kennel attendants for direction of the day. Never take action before getting directions.**

Harassment Policy

It is the policy of Charlevoix Area Humane Society to maintain a quality work environment free from all form of discrimination and conduct which may be considered as harassment.

Definitions

Discriminatory Harassment

“Harassment” is any unwelcome or unsolicited verbal, physical, or sexual conduct that unreasonable interferes with an employee’s job performance or creates a hostile, offensive or abusive working environment.

Examples of harassment include, but are not limited to, disparaging remarks about a person’s race, color, creed, religion, national origin, sex, disability, age, sexual orientation, *protected activity, height, weight, marital status, familial status, ancestry, handicap, veteran status, or pregnancy; unwelcome or unsolicited touching or threats of physical harm; and/or the use of degrading words, nicknames, pictures, stories or jokes.

*“Protected activity” is opposition to discrimination or participation in proceedings covered by the anti-discrimination statutes.

All employees of CAHS, as well as all other persons or entities affiliated or connected with CAHS, are prohibited from engaging in any behavior that constitutes such harassment.

Sexual Harassment

“Sexual Harassment” is unwelcome sexual conduct. It may include one or more of the following: sexual advances or propositions; requests for sexual favors; verbal abuse of a sexual nature, including sexually explicit or degrading references to another person or similar language, unnecessary touching; the display of sexually suggestive objects or picture; sexually explicit or offensive jokes; or physical assault. It may also include unwelcome acts or comments based upon pregnancy.

No supervisor, officer, employee, or volunteer acting on behalf of CAHS, shall engage in unwelcome sexual conduct. No supervisor, officer or employee shall threaten or insinuate, either explicitly or implicitly, that another employee’s or an applicant’s refusal to submit to sexual advances will adversely affect the person’s employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. No supervisor, officer or employee, or volunteer acting on behalf of CAHS, shall, by unwelcome sexual conduct, create a hostile work environment for any employee or volunteer.

Any employee of CAHS found to have engaged in sexual or discriminatory harassment will be subject to disciplinary action, up to and including termination from employment.

Any employee or volunteer of CAHS who feels that he or she is a victim of sexual or discriminatory harassment is expected to bring the matter to the immediate attention of his or her supervisor or the Executive Director of CAHS, or the President of the CAHS board of directors; alternatively, it may be brought to the Vice President of the CAHS board of directors, in the event that the President of the CAHS board of directors is not immediately available. Any questions about this policy or potential harassment should be brought to the attention of these persons.

CAHS and a CAHS board of directors Personnel Committee will conduct a prompt, thorough and impartial investigation of all allegations of harassment in as confidential a manner as possible.

CAHS prohibits the unlawful retaliation against any person who brings a complaint of sexual or discriminatory harassment or who takes part in investigation such complaint.

While this policy sets forth our goals of promoting a workspace that is free of discriminatory and sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of discriminatory or sexual harassment.

ANY VIOLATIONS OF THESE RULES CAN RESULT IN IMMEDIATE DISMISSAL FROM THE CHARLEVOIX AREA HUMANE SOCIETY AND COULD RESULT IN PROSECUTION.