

Volunteer Code of Conduct

Thank you for your interest in volunteering at Butte Humane Society! We appreciate you volunteering your time to our shelter and its animals searching for their forever homes.

The purpose of the Code of Conduct for Volunteers is to set out standards of behavior expected from volunteers of Butte Humane Society. All volunteers should ensure they read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behavior in the performance of their duties by:

- Fulfilling their role as outlined in their written volunteer role description to a satisfactory standard
- Performing their volunteer role to the best of their ability in a safe, efficient, and competent way
- Following the organization's policies and procedures as well as any instructions or directions reasonably given to them
- Acting honestly, responsibly, and with integrity
- Treating others with fairness, equality, dignity, and respect
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with Butte Humane Society
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made
- Acting in a way that is in line with the purpose and values of the organization and that enhances the work of the organization
- Communicating respectfully and honestly at all times
- Observing safety procedures, including any obligations concerning the safety, health, and welfare of other people in line with training provided to volunteers
- Reporting any health and safety concerns
- Directing any questions regarding Butte Humane Society's policies, procedures, support, or supervision to the Volunteer Coordinator

- Exercising caution and care with any documents, material, or devices containing confidential information and, at the end of their involvement with Butte Humane Society returning any such documents or materials in their possession
- Seeking authorization before communicating externally on behalf of Butte Humane Society
- Maintaining an appropriate dress code

Volunteers are expected NOT to:

- Bring the organization into disrepute (including through email, social media, and other internet sites, engaging with media, etc.)
- Seek or accept any gifts, rewards, benefits, or hospitality in the course of their role
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race, etc.)
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities while volunteering
- Provide a false or misleading statement, declaration, document, record, or claim in respect of Butte Humane Society, its volunteers, and its employees
- Engage in any activity that may damage property
- Take unauthorized possession of property that does not belong to them
- Improperly disclose, during or after their involvement with Butte Humane Society ends, confidential information gained in the course of their role with Butte Humane Society

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct, or any of Butte Humane Society's other policies and procedures, this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that Butte Humane Society may terminate a volunteer's position without cause.