

## Volunteer Program Application

### Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Emergency Information:

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been investigated/charged for animal or theft related offences? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you have experience handling animals or specific animal training? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Previous volunteer experience? Please list:

Any known allergies to animals? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Hold a Valid Drivers licence? Yes: \_\_\_\_\_ No: \_\_\_\_\_ \*Required if over 18

Do you have transport to get to and from the EHS shelter? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What days and/or hours would you be available o volunteer?

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

EHS Staff Sign off: \_\_\_\_\_



## Volunteer Waiver

I, \_\_\_\_\_ waive all rights, claims, demands, actions or causes of action that I may otherwise have against Estevan Humane Society INC. or their directors, offices, or agents, arising out of any injury or damage that I may suffer to my person and/or my property, both real and personal, as a consequence of my having agreed to volunteer for the Estevan Humane Society INC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian Signature (If under 18 years of age):

\_\_\_\_\_

Staff Sign off: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**\*\*This Waiver remains in effect for one (1) year from date of signature\*\***



Estevan Humane Society INC  
**Code of Ethics and Conduct Policy**

The Code of Ethics and Conduct represents guiding principles designed to protect the Estevan Humane Society (EHS) and all members including the Board of Directors, employees, volunteers, by providing guidance in resolving ethical, legal and moral situations that may arise as a result to maintain public confidence and support the EHS mission, vision and values.

**Respectful Workplace**

The EHS is committed to a safe, healthy, fair, and respectful work environment free from harassment, and to a workplace that values and actively supports diversity. The EHS and all its members have a responsibility to treat people fairly and with respect. Support of these principles is in accordance with applicable human rights and occupational health and safety regulation, and the policies of the EHS.

**Harassment**

All members of the EHS must conduct themselves in an appropriate and responsible manner, with due respect and regard for the rights of others. Members must not participate in or condone any form of harassment and to see that any authority they hold is not used in any way that could result, intentionally or unintentionally, in harassment.

**Health and Safety**

All members of the EHS are entitled to a clean, safe, and healthy workplace. Members must comply with safety policies and directives and must take reasonable precautions to ensure not only their safety and health, but also the safety and health of others affected by their work. Members are obligated to report any unsafe conditions to either their immediate supervisor or the EHS Occupational Health and Safety representative.

**Confidentiality and Privacy**

Members of the EHS that encounter company sensitive information have a duty to protect the confidentiality of that information. All appropriate efforts should be made by members of the EHS to ensure company sensitive information is used only for legitimate business purposes, and protected against loss, theft, or an unauthorized disclosure.

**Protection of Company Property**

Company property is to be used for conducting business for the EHS. Members of the EHS are expected to act responsibly and with integrity when using company property and report situations where property is misused, abused, damaged, stolen or lost. Members must protect company property entrusted to them and immediately return all company property no longer required in the performance of their duties.

**Professionalism**

All members of the EHS shall conduct themselves inside and outside the workplace in a manner that does not discredit the EHS reputation in the community or raise doubts about that members integrity or ability to perform their duties.

**Compliance with the Law**

In conducting the EHS business, all members shall comply with all applicable federal, provincial, and local laws and regulations.

I acknowledge that I have read and understood the Estevan Humane Society’s Code of Ethics and Conduct Policy.

Name: \_\_\_\_\_

Date: \_\_\_\_\_