



EVERY DOG DESERVES A GOLDEN LIFE

RAGOM Volunteer Agreement Updated September 2020

The talent, services, and contributions of volunteers are essential to Retrieve A Golden Of the Midwest (RAGOM). Although volunteers are not employees, it's important to have guidelines and standards for volunteer services so that both the volunteer and RAGOM Board of Directors understand the parameters of the volunteer relationship. This Volunteer Agreement describes the arrangement between RAGOM and the volunteer.

Who is a Volunteer?

The definition of volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of or on the behalf of RAGOM. A volunteer must be officially accepted and enrolled by RAGOM prior to the performance of any task. The volunteer is not an employee and is not entitled to receive salary, benefits, or other compensation.

Anti-Discrimination Policy

When selecting volunteers or hiring staff, RAGOM does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. RAGOM is committed to providing an inclusive, diverse, and welcoming environment for all volunteers.

Volunteer Conduct and Behavior

As a volunteer, you agree to:

- Abide by RAGOM's mission, rules, regulations, policies, procedures, and programs.
- Take direction from the Director of Operations, Managers, and the Board of Directors in the execution of your volunteer duties.
- Conduct yourself in a courteous and professional manner at all times while representing RAGOM's behalf with other volunteers, the Director of Operations, Managers, Board of Directors, or the public.
- Escalate issues or concerns in a constructive and courteous manner to your Manager or the Board of Directors.

Federal Volunteer Protection Act (1997)

The Federal Volunteer Protection Act (1997) will protect against personal liability when performing as a RAGOM volunteer, if you are 1) providing service to RAGOM for little or no compensation and 2) acting in the scope of RAGOM volunteer duties, even if your negligence (but not extreme negligence or acting in a criminal manner) caused harm. This protection does not extend to the operation of a motor vehicle, as your mandatory automobile insurance provides this liability protection for you.

Fostering/Sheltering a RAGOM Animal

If fostering or sheltering any RAGOM animal, permanently or temporarily, a volunteer agrees to be subject to an inspection of the living arrangements by any Board Member or The Director of Operations at any time with a 24-hour notice. An animal under RAGOM's care may be removed from any fostering or sheltering arrangement at any time, with or without cause, at the discretion of the Board of Directors or The Director of Operations.

Interacting with the public

Volunteers are asked not to contact organizations or individuals, or speak publicly on behalf of the organization without the express written approval or direction of Managers. Prior to any action or statement which might significantly affect or obligate RAGOM, volunteers must seek prior consultation and approval from the Board of Directors or its appointed agent.

Maintaining Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed as volunteers, whether this information involves clients, benefactors, other volunteers, animals, or any internal communications. Failure to maintain confidentiality may result in the termination of a volunteer's relationship with RAGOM.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules, policies, and procedures in place or developed by RAGOM may be subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following:

- Misconduct
- Insubordination
- Theft or misuse of RAGOM materials or funds
- Abuse or mistreatment of any volunteer or animal, whether or not it is in RAGOM's care
- Failure to abide by RAGOM policies and procedures
- Failure to perform assigned volunteer duties as agreed
- Engaging in behavior designed to create discord and lack of harmony
- Interfering with another volunteer on the job
- Willfully restricting volunteer output or engaging others to do the same

RAGOM Documents

All documents created by volunteers shall be kept in a RAGOM electronic storage location, not a personal location. This includes, but is not limited to, Policy and Standard Operating Procedures documents, publicity documents, fundraising documents, internal spreadsheets, templates, and forms.

Photography

As a volunteer, you authorize RAGOM to use your name and photograph at RAGOM activities in future promotions, publications, or press releases to further the mission of the organization.

RAGOM Email Account

Every volunteer will be assigned a RAGOM e-mail user account where all communications relating to volunteer activities will be received. You agree that you will actively monitor and use this account for communications relating only to your volunteer activities and will comply with all RAGOM policies relating to respectful communications.

Social Media Etiquette

Access to the RAGOM's website, volunteer site, Facebook pages, and other RAGOM discussion forums is a privilege for RAGOM volunteers to foster community support, engagement, and education on behalf of RAGOM's work for dogs in need. Any volunteer posting content that intentionally communicates defamatory information about a person, a group, or the RAGOM organization may be subject to dismissal.

Use of RAGOM Facilities and Property

Use of RAGOM facilities and property and access to RAGOM information by volunteers is expected and encouraged. However, use of such is to be governed by the policies set forth in this agreement. To facilitate the execution of your volunteer role, RAGOM will provide volunteers access to/use of: RAGOM-administered email distribution lists, RAGOM-administered discussion forums, published forms, documented processes, reimbursement for approved expenses, use of dog related items (e.g. crates). All supplies provided to a volunteer for RAGOM-related service remain the property of RAGOM. Should, at any time and for any reason, a Volunteer Agreement be terminated, the volunteer shall return all RAGOM property to RAGOM or pay the retail cash value of the property if the property is kept for personal use.

Volunteer Safety

As a volunteer, you acknowledge that working with rescued animals could at times cause injury, death, or contamination, of yourself or other animals in your care, and you agree that RAGOM is not to be held liable for any such occurrence. A RAGOM volunteer is not covered by any worker compensation benefits. A RAGOM volunteer is expected to carry applicable and appropriate insurance to cover medical expenses for any personal injuries sustained while performing volunteer services.

Volunteer Name

Date