



## **RSPCA (NSW) Volunteer Agreement**

### **YOUR HELP IS APPRECIATED**

Each year volunteers contribute a great deal to help the RSPCA care for animals in shelters and hospitals, and raise funds through RSPCA shops and events.

Your offer of assistance at an RSPCA facility is much appreciated.

As a volunteer you can expect:

- a supervisor to assist with your enquires and provide training necessary for your volunteer work;
- Safe and healthy working conditions, in line with standards required for paid staff;
- insurance cover for accidents while you are directly engaged in your work with the RSPCA; and,
- the opportunity to make a worthwhile difference to the life of animals in RSPCA care.

If you wish, you can terminate your services to the RSPCA at any time by writing to the area manager.

### **WHAT ARE YOUR RESPONSIBILITIES AS A VOLUNTEER?**

#### **Complete paperwork**

Before you start, your application must be approved by an authorised RSPCA staff member. Once your application is approved you must complete the following volunteer induction program and sign the volunteer agreement.

#### **Fitness for duty**

Before you start, and while working for the RSPCA, you must disclose any medical condition that you may have that could affect the way you help the RSPCA.

#### **Health and safety compliance**

You must follow any reasonable direction that your supervisor or an RSPCA employee gives you in relation to health and safety. You must consider your own health and safety and wellbeing, particularly when dealing with animals, as well as that of others. You must tell your supervisor if you have any concerns about the work or the working conditions. You must tell your supervisor as soon as practicable if you incur an injury.

The RSPCA (NSW) maintains a smoke free work environment.

#### **As a volunteer you are expected to:**

- Respect all animals
- Respect all RSPCA equipment, environment and work conditions.
- Respect and abide by all RSPCA policies and procedures
- Respect all security arrangements and restrictions on the use of equipment and/or procedures outlined to you by your supervisor or an RSPCA employee.
- Wear appropriate identification as required by your supervisor
- Abide by the RSPCA media relations policy and not make any statements on behalf of the RSPCA or divulge any of the affairs of the RSPCA without the written consent of an authorised RSPCA Manager.

#### **Important Note**

**The RSPCA reserve the right to terminate your engagement as a volunteer at any time and without further cause.**