

VOLUNTEER/ MEMBER AGREEMENT and CODE OF CONDUCT

All Volunteer/Members must also read, sign, attach and send in the Volunteer / Member Agreement and Code of Conduct.

As a volunteer for Beak n Wings, Inc.:

I agree to abide by the policies and procedures of Beak n Wings, Inc. As a member of the volunteer staff. I will conform to all rules and regulations commonly applying to members of Beak n Wings, including safety, discrimination, harassment and confidentiality.

I give consent to Beak n Wings of Kansas, or any other US state, to use and reproduce my name, voice, and/or likeness or that of my pet(s) in connection with any advertising, programming, and/or promotion of Beak n Wings in any media it chooses.

I agree to hold harmless Beak n Wings, Inc., its agents, members, directors and insurance carriers from any and all claims, damages and judgments which I may have now or in the future against Beak n Wings in all matters pertaining to my service as a Beak n Wings volunteer staff member including, but not limited to, personal injury.

I further agree to:

1. Support the mission, goals and efforts of Beak n Wings with a positive attitude.
 2. Approach my volunteer job responsibilities with professionalism.
 3. Treat all parrots and exotic birds with kindness.
 4. Promote goodwill by handling contacts with staff, other volunteers, customers, and visitors in the spirit of courtesy and cooperation. To be positive and creative in my efforts to resolve problems.
 5. Report to my volunteer job physically and mentally fit for duty. **Beak n Wings is a drug free organization.**
 6. Provide appropriate notice of unavoidable absence or lateness.
 7. Deal fairly with all Beak n Wings colleagues, supervisors, customers, visitors, volunteers, etc. without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability.
 8. Contact the Volunteer Supervisor or Executive Director immediately if I feel discriminated against or harassed by someone in connection with the volunteering.
 9. Only serve as an agency representative in the community or media spokesperson when authorized to do so by the Executive Director or Volunteer Supervisor.
 10. Correct, when possible, misleading or inaccurate information and representations made by others concerning Beak n Wings policies, practices and procedures.
 11. Maintain and safeguard the confidentiality of all business, donor, members, volunteer and parrot records, credit and financial information, and/or any information relating to the operation of the agency that is not known or readily accessible to the public.
 12. Observe all safety and security rules in the performance of my volunteer job duties. Report accidents, injuries, fire, theft or other unusual incidents immediately after occurrence or discovery.
 13. Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using Beak n Wings property services or supplies for personal reasons unless given prior permission by the appropriate staff member.
 14. Call 913-322-3398 and speak to a Beak n Wings Representative if I have questions or concerns about Beak n wings policies, procedures, interpersonal communications, or my volunteer responsibilities.
- In order to remain in good standing, I understand that I am required to consistently adhere to the Volunteer Code of Conduct.

