



# The Horse Shelter

Rescuing abused, abandoned & neglected horses in New Mexico



## **Volunteer Handbook and Code of Conduct**

# Welcome to The Horse shelter

Welcome to The Horse Shelter!

I would like to take a moment to welcome you and thank you for your interest in The Horse Shelter. We are thrilled to have you at our ranch and in our community. We know that you are a person who has the welfare of horses and other animals at heart and realizes how big the challenges are that we are facing regarding equine welfare. We see and commend your willingness to step up and make a difference for these animals and to donate your resources, either in time or monetary (or both!), to our cause and in support of our mission.

We do understand that not all of you will be able to commit to our program due to time or other constraints, but we hope that this opportunity to get to know The Horse Shelter and our programs and mission, will make a lasting impression and connection with you. Maybe, at a later point in your life, you will be able to join our volunteer program but in the meanwhile please consider showing your support by attending our events, shopping at our Resale Store in Santa Fe, donating, and spreading the word in the community!

Volunteering for us is more than working at the ranch, or in the office and at our events. As a volunteer YOU ARE OUR AMBASSADOR! We rely on our volunteers to spread the word about our mission and programs, invite friends, family or others to join us as volunteers, donors or event attendees. We also hope that you will be able to help us raise funds.

Sometimes this is as easy as asking your service providers and friends for donations/gift certificates for our auction fundraising event. Please help us raise the bar and create more income so we can help more horses.

Please let us know as you progress through orientations and classes, if there are any areas you feel are not being addressed, that would help you be more comfortable in your "ambassador" role for THS. If needed, I would be happy to provide small classes on some of the background information, such as legal issues and statutory work we are doing, our Resale Store, the NNERA (New Mexico Equine Rescue Alliance) and many other horse-related issues in NM and nationally that you will not necessarily be exposed to at the ranch. We want you to feel comfortable representing THS and also, of course, want you to be knowledgeable so you will represent us accurately. Since our office is located in town, where a lot of program planning, fundraising, media outreach, political outreach, event planning and much more happens and the actual ranch is in Cerrillos, we do not want you to feel disconnected or uninformed. We are always available to meet with volunteers and to update you on what is happening on a larger scale or politically at the time, or answer questions on our budget, needs, programs and plans on legislative issues, or details on the legal aspects of horses as livestock in NM.

We want your volunteer time with THS to be an enjoyable, fun and rewarding experience. We are asking you to commit to working hard for our horses and, in turn, we are willing to work hard to earn your loyalty and commitment, provide training to you and make your volunteer experience with us the best possible.

Thank you for your interest in THS; Thank you for your love and compassion for our horses; Thank you for your willingness to give of yourself to make life better for the horses of New Mexico.

We are truly grateful and appreciate your time!

Sincerely,

Susan Hemmerle, Director

# Volunteer Handbook & Code of Conduct

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**The Horse Shelter**

Rescuing abused, abandoned & neglected horses in New Mexico

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**[TheHorseShelter.org](http://TheHorseShelter.org)**



# Who We Are

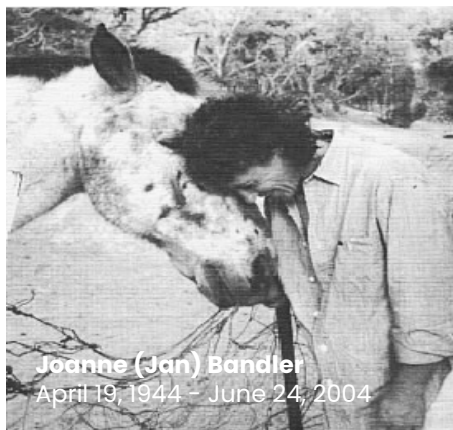
## Mission

*The Horse Shelter improves the lives of abused and neglected horses in New Mexico through rescue, rehabilitation, adoption, community outreach and advocacy.*

## History

The Horse Shelter was founded in May of 2000 by Jan Bandler. The need for this type of facility was very evident to Jan as, at that time, there were no other horse rescues in New Mexico. Equine abuse can be the result of many factors, such as ignorance on how to care for them, economic factors, or intentional cruelty; but regardless of the reason, it is a huge and ongoing problem in New Mexico. All of us at The Horse Shelter are grateful that Jan had the heart and fortitude to make the shelter a reality and not just a dream. She has made it possible for each of us to be a part of helping these abused, abandoned and neglected horses throughout New Mexico and facilitated our ability to promote equine welfare. The Horse Shelter owns and operates on 128 acres, have the ability to care for 100 horses at any given time and could develop to a larger capacity as our funding grows.

Most of our horses come to us through the New Mexico Livestock Board (NMLB) as estrays and seized horses. We take some surrendered horses on a case-to-case basis.





## Accreditations and Memberships

We are a 501c3 non-profit corporation and public charity. We are registered with the NMLB as an equine rescue facility and inspected yearly to renew our registration. We adhere by the standards of care for equine rescues published by the AAEP (American Association of Equine Practitioners.) THS was also a founding member of the NNERA (New Mexico Equine Rescue Alliance) which is still co-chaired by our director and allows for all registered rescues in NM to have one voice, especially when approaching the roundhouse for statutory changes regarding equines, or in meetings with NM Livestock Board regarding regulatory processes. We are also accredited by GFAS, the Global Federation of Animals Sanctuaries. We maintain memberships with local, as well as national equine related organizations, such as Northern NM Horsemen's Association, Horse Council, A Home for Horses, Unwanted Horse Coalition, and others.

## Awards and Accolades

In December of 2020, THS was invited to compete in the nationwide **Forever Foundation Equine Excellence Award**. To enter, we put together a video showcasing how the Forever Foundation's Plan4Progress™ has improved our training and volunteer program. THS was the Runner-Up for the grand prize, and was awarded \$5,000.

Santa Fe Reporter's Best of Santa Fe 2020 – **Best Nonprofit for Animals** 3rd place

Santa Fe Reporter's Best of Santa Fe 2021 – **Best Nonprofit for Animals** 3rd place

## Funding for The Horse Shelter

Our funding is generated by individual donations, foundation grants, our Resale Store proceeds and income from our fundraising events.

## Quality Education and Hands-On Learning

Volunteers may stay after mucking to participate in horse handling classes led by staff or experienced volunteers.

The Forever Foundation, started by the Humane World for Animals, teamed with Carter Ranch Horse to provide rescues with a training program called Plan 4 Progress™. Volunteers wishing to participate in class must participate in the P4P on-line training program. Each volunteer will have a unique account where they can access training videos, hands-on challenges, and information on the horses in the program. If you do not have access to the internet, let the Volunteer Coordinator know.

Volunteers may move at their own pace through the program, but must watch the videos in each lesson group, called Purposes, before they can advance. The site tracks each person's progress through the program.

This program has allowed our volunteers to learn and perfect a wide variety of ground work skills from grooming all the way to preparing the horse for the veterinarian and farrier.

## We and You Are Here for The Horses

First and foremost, we are dedicated to providing a safe, healthy environment for rescue horses. For some horses, The Horse Shelter will be a life-long sanctuary due to their history, age or medical condition. In most cases we will train or retrain them after they have been rehabilitated and then place them in a good adoptive home. The more horses we adopt out, the more we can take in and the more horses in NM get a



second chance.

## Code of Conduct for Staff and Volunteers

THS relies on dedicated volunteers who are willing to give of their time and talents so that we can continue to help the abused, abandoned and neglected horses of New Mexico. THS counts on its volunteers to be dependable and effective during their volunteer hours. By meeting these commitments, the program operates smoothly and the maximum benefit is derived for the animals. In return, THS ranch offers a safe environment in which to build new relationships with both people and equines; and the opportunity to take part in the care and rehabilitation of these magnificent animals.

## Antidiscrimination and Harassment Policy

### We Welcome Volunteers from all Backgrounds

It is the policy at THS Ranch to provide a safe environment that is free from discrimination and harassment, as well as one that promotes equal opportunity and treatment. It is illegal in NM to discriminate against someone on the basis of race, color, religion, national origin, sex (including pregnancy), age (40 or older), ancestry, disability, serious medical condition, sexual orientation, gender identity, or spousal affiliation. THS has a zero-tolerance antidiscrimination and harassment policy. If you observe, or feel you have been subject to, any kind of discrimination or harassment, please report this to your Volunteer Coordinator, the Ranch Manager, or the Director immediately.

## A Safe and Positive Environment

Our volunteers, staff and visitors are expected to treat each other with dignity and respect. Please refrain from using offensive language, jokes about sensitive issues or disparaging comments around others. This can include but is not limited to comments regarding: religion, race, politics, sexual orientation, gender; general profanity or abusive language. Complaints will be handled with a verbal warning. Subsequent complaints may result in being asked to leave THS property.

Engaging in physical or emotional abuse of others or animals is unacceptable and grounds for dismissal.

Prioritize Safety! Please follow all instructions from staff and volunteer team leaders, rules and policies of THS. View volunteer team leaders as having the same authority as staff when staff are not present.

## Confidentiality

Maintain and respect the confidentiality of volunteers, staff, THS beneficiaries and community members as well as all proprietary or privileged information to which they are exposed while serving as a volunteer.

Photos, quotes, mentions, etc. of our volunteers will be used for promotional materials, newsletters, etc. with the volunteer's consent.

Information such as donations made by individuals or foundations, name of adopters, origin of horses admitted, and more is confidential information and not to be disclosed to the general public. Mention of any individual donor or foundation donors that might come to your awareness MUST be kept confidential. This is true for monetary, as well as in-kind donations. Many donors and foundations prefer to remain anonymous.

Information about THS horses background, and intake details are confidential and should not be shared with the general public. For example, "Horse X was seized by the New Mexico Livestock Board from off I-30 in Espanola."

Photos, descriptions and information about THS Adopters are confidential and should not be shared. THS only shares this type of information with written permission and consent of its adopter.

## Your Commitment to The Horse Shelter

### Time Commitment and Attendance

All prospective volunteers must attend The Horse Shelter Volunteer Orientation. This includes volunteers that will be working off site doing office, marketing and event planning tasks. This gives all volunteers a good understanding of what THS is all about, and what a volunteer's responsibilities are.

We ask that you commit to a minimum of 12 hours per month for a minimum of 3 months.

All volunteers must sign in and sign out in the community room recording their hours worked. If you have physical limitations preventing you from being able to rake or muck, please notify the Volunteer Coordinator of such limitations.

Please communicate with the Volunteer Coordinator about your flexibility; if/when you are not available to be present for your scheduled shift; or if you are able to/would like to take an extra shift.

THS relies on its volunteers to be dependable and effective during their volunteer hours. By meeting these commitments, the program operates smoothly and the maximum benefit is derived for the animals.

## Identification

**A VOLUNTEER I.D. BADGE WILL BE PROVIDED AND WORN AT ALL TIMES. THIS BADGE WILL SHOW YOUR SKILL LEVEL AND WILL PROVIDE YOUR EMERGENCY INFORMATION ON THE BACK.**

## Engaging with Visitors and the Public as THS Volunteer

As a representative of THS, it is important you are familiar with THS policies. When engaging with visitors and the public; please always be polite, courteous and helpful. If a THS staff member is not available to greet a visitor, an experienced volunteer should do so and have the visitor(s) sign a Release of Liability form found in the community room. An experienced volunteer or THS staff member must accompany any visitor(s) at all times.

If a volunteer wishes to bring a visitor(s) to THS, please clear this with the Volunteer Coordinator or a Ranch Manager prior to the visit. Please be sure to have your visitors complete the proper Release of Liability forms.

## Preserve THS Assets

Please use reasonable care with any equipment, tools, materials, etc. Plastic muck rakes and hoses may become brittle in the cold winter months and may require extra consideration when used in very cold weather.

Misappropriating or stealing any THS property, funds or other assets for personal use is not permitted.

Any fraudulent activity with regard to THS operations or assets is not permitted.

## Social Media Policy

At THS we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your personal use of social media for THS related postings, we have established this policy for appropriate use.

Our THS Marketing Coordinator is the employee solely responsible for THS social media posting and platforms, as well as social media fundraising campaigns.

To be able to have current information, WE NEED YOUR HELP! We appreciate our volunteers sharing their horse photos, group photos of activities, little videos and especially horse stories, or personality traits and funny anecdotes on our horses with the THS Marketing Coordinator via email or cloud-based volunteer folder. This helps us keep our website and informational materials relevant and up to date and engage our supporters in getting to know our horses. Many of these stories and pictures we will use for fundraising campaigns, our website, social media posts or other promotional materials, but we cannot promise to use them all. The higher the resolution of the photos, the easier it is for us to use in different venues.

We ask you to refrain from preemptively posting such photos, especially of new intakes and newborn foals to any THS social media group page, or your personal pages. The use of such photos is vital for us to be able to create fundraising campaigns, which need to be strategically planned and posted.

Volunteers are expected to interact in social media as they would in the physical workplace by using productive and courteous language, and respecting the opinions of others. Volunteers must not use social media to discuss THS internal or operational matters with other staff members, volunteers, or the general public unless it is a secure private group authorized and approved by THS.

If you come across a negative comment involving THS, please bring it to the attention of the Ranch Manager or our Executive Director. They will work with the appropriate parties in the organization to respond. The goal with negative comments is to respond quickly and thoughtfully. Please refrain from commenting on the matters yourself as often even well-intended comments designed to clarify information, or “set the record straight”, can have the negative impact of fueling the issue.

Please submit any such photos, videos or blurbs you would like to share to [office@thehorseshelter.org](mailto:office@thehorseshelter.org) and acknowledge your release to THS for us to be able to use your media for marketing purposes. Thank you for helping us create materials that will help us raise funds to support our operations!

## **Volunteer Questions and Input**

We value volunteer input and CONSTRUCTIVE criticism. Volunteers should first approach the Volunteer Coordinator, who will discuss said information with the Ranch Manager, the Head Trainer and/or other staff, Director or board members, as deemed appropriate.

## **Volunteer Disagreements and Complaints**

We expect all THS staff and volunteers to conduct themselves in a professional and mature manner. With this in mind, we would hope that all disagreements can be worked out. Disagreements and complaints should first be attempted to be resolved between the parties involved. If the involved parties are unable to reach an agreement, the Volunteer Coordinator and/or the Ranch Manager will step in to resolve the conflict. The Volunteer Coordinator and/or the Ranch Manager’s decision will be final. Please remember our goal is to provide a safe environment for all. If you feel uncomfortable reporting a complaint to the ranch manager or volunteer coordinator, or if your complaint is about either of those individuals, staff or their practices, please call our office or email our office. Your complaint will be addressed by our Director or the appropriate board members.

## **Record Keeping**

If you have worked with a horse, volunteers are asked to record notes in each horse’s file as to what was accomplished that day, i.e. groomed, tied, walked, improvements, aggressive behavior. All files can be found in the two boxes located in the community room. Please make a THS staff member aware of any new injuries on or any aggressive behavior displayed by any horse on site. This will be critical information in updating each horse’s profile and safety level.

## **Is the THS Volunteer Program Right For You**

Some of you have already decided that this is not a good fit or what you expected and we understand that and appreciate your honesty. If you may need a little time to make up your mind, or would like to join the program at a later point in time, when you are more available, please just let us know when you are ready. Some know right now they want to be a part of this growing and exciting volunteer program and will proceed by taking the Ranch & Barn Policy class and Safety Procedures to be properly trained and prepared to begin the adventure of helping and healing the abandoned, abused and neglected horses of New Mexico.

## General Ranch & Barn Policies, Safety Guidelines & Procedures:

### General Ranch & Barn Policies

- Absolutely NO SMOKING on THS Ranch property.
- No drugs or personal alcoholic beverages allowed.
- No fireworks, guns or weapons of any type are permitted on THS Ranch property.
- No running, loud noises, screaming or shouting is permitted in the barn and paddock area.
- Do not touch horses in quarantine. This is to contain any sickness or disease a horse may come in with. Also, new horses are not evaluated until after quarantine and should be considered dangerous. Volunteers are not to muck quarantine paddocks unless accompanied by a THS staff member. (Quarantine paddocks are the red pens you come to on the right when entering the equine area and are designated with signage.)
- Visitors (walk in and by appointment) must be accompanied by a Ranch Manager, a Trainer or a safety trained Volunteer at all times.
- All visitors must sign a Release of Liability form upon arrival. All minors 18 or under, must be accompanied by a parent or guardian and complete the additional Minor Liability form. Both forms can be found in the community room.
- THS horses can be located by referring to the WHITE BOARD inside the hay barn. There is also an alphabetical list of horses located in the realtor box at the white board. This list gives the age, color, gender and a brief description of each THS horses' training level.
- Close all horse paddock gates behind you. It takes only a moment for a horse to slip out an open gate or a gust of wind to open a gate that is not latched properly.
- No ranch implements (including the jeep, hay wagon and manure spreader) are allowed inside the horse paddocks.
- Do not leave tools, rakes, manure forks, shovels etc. in horse paddocks. Tools can cause injuries to the horses. Please return all tools, tack and grooming supplies where you found them. If you find items out of place, please return them to where they belong. Every lost item has to be replaced which takes away from available funds.
- Please note any broken welds on fences, broken boards, sharp objects or anything that could cause injury to a person or horse. Remove the hazard and/or report the hazard to staff. Pick up any baling strings you see in paddocks as they can cause an impaction if a horse swallows it in his/her hay.



## Safety Guidelines and Procedures

SAFETY–SAFETY–SAFETY! The safety of our staff, volunteers and animals comes first. If you see someone in a dangerous situation with a horse, slowly and with a soft voice, warn them, and if necessary, step in and help them. Inform Volunteer Coordinator of the incident so safety guidelines can be reviewed if necessary.

- FIRST AID KIT is located in the community room.
- HORSE FIRST AID KIT is in a red bag located in the tack room.
- Since you will be working with horses and manure, a TETANUS SHOT is highly recommended if you have not had one in the past 10 years.
- Please familiarize yourself with our posted Fire & Emergency Evacuation Protocols.
- If you have a cell phone, you should carry it with you in case of an emergency. You will also find that it can save you a lot of steps if you need a question answered as our horses are spread out over many acres.
- Recommended Attire: sturdy boots (eventually you will get stepped on), long sleeve shirt and/or good sunscreen, hat and gloves.
- Stay hydrated! Drink plenty of fluids. Water is available in the community room. If you feel overheated, take a break out of the sun and let someone on your team know where you will be. A team member should stay with you until you are feeling better. You may also be advised to stop working for the day.
- Know your limitations. If it looks too heavy, it probably is. Ask for help! Work in pairs.
- New volunteers should always be accompanied by an experienced volunteer when entering a paddock or working around any horses or equipment.

## Understanding Herd Dynamics and Basic Horse Body Language

Know your horse. There are all kinds of horses at THS. Some are gentle, but some can be dangerous, and some have been abused and are fearful. There may be horses with vision limitations. Occasionally there is a stallion in a paddock who could be completely wild and/or aggressive. Before you enter any paddock with a horse, know something about that horse and be accompanied by an experienced volunteer or trained staff.

Be aware of herd dynamics. Even if you are grooming the gentlest horse at THS, another horse may approach and cause trouble. Horses do not generally intend to hurt you, but they can turn quickly, stepping on you or slamming into you. You can also find yourself between two horses and receive a kick or bite intended for the horse you are working with.

Watch the horse's body language. If a horse lays his/her ears back flat against his head, he is annoyed or angry and this is a signal to you and other horses to back off. When a horse is calm he/she will lower its head and have a soft eye. You will learn to recognize this expression. If a horse suddenly lifts his/her head and you see the whites of his eyes, he is frightened ...watch out! Try to observe horses interacting with each other to see and learn how they communicate with gestures. Horses are demonstrative once you know what to look for.

- Have an escape route. You should always have a plan to get out of the way if a horse becomes agitated, frightened or aggressive. Be prepared to scoot through a fence or get behind a barrier like a wall or tree.



- Don't stand directly in front of a horse. If he gets startled he may run you over. This is also a blind spot for horses.
- Don't stand directly behind a horse. This is another blind spot and he may mistake you for another horse and kick out. He might also kick out over flies.

Treats. Horses can become pushy and competitive when you carry food or treats. For this reason, treats are discouraged. Some horses are food aggressive and you should not get between them and their feed.

Kicking. Horses kick at flies, other horses or just for the heck of it. You should always let a horse know where you are by talking and/or touching the horse. Stand close (if the horse kicks it won't have as much impact as it will if you are farther away), or better yet, stand out of kicking range altogether. Watch the body language....a horse will usually give a sign or even a warning.

RELAX and get to know a horse. Each horse is a unique individual with its own personality. It is natural for you to like a particular horse(s). After a while your favorite horse will be obvious to you and you will get to know and trust each other. You will look forward to seeing one another and you may even form a special bond. It is so rewarding to see the transformation in the horse(s) you work with... bodies filling out to a healthy weight and seeing them begin to trust in humans again, or for the first time.

## Color Coded Safety Levels

**Levels:** Each volunteer will have a safety (experience level) color code, which will coordinate with the safety color code of the horses at THS Ranch.

Levels	Volunteers	Horses
Green	Beginner/New	Quiet, experienced, low reactions when scared or confused
Blue	Advanced	Less experienced, difficult to catch, reactive when scared or confused
Red	Experienced	May be: unevaluated; unpredictable; special needs; aggressive.

A volunteer should only work with those horses that have a color code that matches the safety color code on the volunteers' badge. Volunteers will be moved up levels by recommendations of one of the following staff: Volunteer Coordinator, Ranch Manager or Trainer.

**Volunteer Team Leaders** are experienced volunteers who have proven to conduct themselves in a safe, prudent manner while around the horses, are knowledgeable about our organization, familiar with our

training techniques, have a good eye for risk management and are comfortable taking on a leadership role for THS. You may be asked by the Volunteer Coordinator or Ranch Manager to be a team leader during your service. It is at your discretion whether you would like to serve in that capacity or not.

**Office Volunteers:** If you are interested in volunteering for office or event activities, please contact our office. All volunteers are required to finish the orientation part one at the ranch to become familiar with our operations. We need office help for mass mailings, stuffing, community stands and events, which are seasonal.

### **Emergency Procedures** – should a serious injury occur:

- Give first aid
- **Call 911** (Ranch address: 100 Old Cash Ranch Road, Barn Area)
- Notify Staff (Ranch Manager: 505-577-2193, Ranch Foreman: 505-577-4041)
- Provide comfort until the ambulance arrives
- If transport in an ambulance is refused, make sure someone from the ranch is available to drive the injured party (if necessary) to the hospital or to their home and as the injured person directs. If no one from the ranch is available and you feel they should not drive, ask the person listed as the emergency contact to come transport the injured person. If that person cannot be reached, ask if there is a close friend that can be called to transport them.
- Fill out an Accident Report (located in the community room)

### **Volunteering and Taxes**

- If you itemize deductions, Volunteers for THS may be able to deduct miles driven to and from the ranch.
- The Horse Shelter is a Qualified Organization.
- For more information, visit this website: <https://edwardwlong.com/volunteers-and-taxes/>

### **Ending Your Role As a Volunteer**

We understand that it may come to be that due to life changes or other reasons, a volunteer may no longer feel they can fulfill their commitment to THS. Please communicate your intention to resign with the Volunteer Coordinator or Ranch Manager as soon as possible.

An exit questionnaire will be available to you upon your resignation, or you may choose to have an exit discussion with the Volunteer Coordinator or Ranch Manager.

### **Dismissal of a Volunteer**

Volunteers who do not adhere to the code of conduct, policies and procedures outlined in this document or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of visitors, adopters, staff or other volunteers, and failure to abide by THS policies and procedures.

THS has the right to dismiss or release volunteers at its discretion.



### **Definition of ‘Volunteer’**

A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of THS. A “volunteer” must be officially accepted and enrolled by the THS prior to performance of the task. Unless specifically stated, volunteers shall not be considered as “employees” of THS.

### **Completion of Required Documents Required to Volunteer**

- Volunteer Application
- Release of Liability Form & Media Release (signed)
- Emergency Contact information
- Volunteer Handbook and Code of Conduct Agreement (signed)

*All THS volunteers commit to work together in the best interests of THS and not for personal, political, third party, or financial gain.*





**THE HORSE SHELTER**  
**VOLUNTEER HANDBOOK AND CODE OF CONDUCT AGREEMENT**

These policies are written to provide overall guidance and direction to staff and volunteers engaged in work or volunteer duties for The Horse Shelter. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. THS reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Director, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Director and/or THS Board.

Please sign this form and return it to THS Volunteer Coordinator.

I acknowledge that I have read, understand and accept the content of The Horse Shelter Volunteer Handbook and Code of Conduct. I also acknowledge that I understand my obligations under these policies.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ Volunteer Signature

\_\_\_\_\_ Volunteer Name (please print)

