

2025 Volunteer Handbook



Working together to
create a kinder world



**FULL CIRCLE
FARM SANCTUARY**
— EST. 2010 —

FULL CIRCLE FARM SANCTUARY VOLUNTEER HANDBOOK

1. INTRODUCTION

This Full Circle Farm Sanctuary (“**FCFS**”) Volunteer Handbook (the “**Handbook**”) has been developed to provide general guidelines about FCFS policies and procedures for volunteers.

NEITHER THIS HANDBOOK NOR ANY PROVISION IN THIS HANDBOOK CONSTITUTES A CONTRACT OF EMPLOYMENT OR ANY OTHER TYPE OF CONTRACT. NOTHING CONTAINED IN THIS HANDBOOK SHALL CHANGE THE RELATIONSHIP BETWEEN FCFS AND ITS VOLUNTEERS FROM THAT OF A VOLUNTEER RELATIONSHIP.

2. VISION, MISSION AND VALUES

FCFS was founded in 2010 and then approved as a 501(c)(3) non-profit corporation in accordance with federal IRS rules and regulations in 2014.

Full Circle Farm Sanctuary provides a safe and loving forever home to formerly farmed, discarded, abused, and neglected animals. They come to the sanctuary to heal, retire and to live out their natural lives as freely as possible. We educate, advocate, and help the residents tell their stories so they can be seen as someone, and not something.

Full Circle Farm Sanctuary's work is in effort for all animals, but particularly farmed animals, to be seen as individuals, deserving of care, respect, and consideration. We acknowledge that the best way to alleviate animal suffering, sustain the environment, prevent world hunger, and improve human health, is to embrace the vegan lifestyle.

We envision a world where animals are not raised to die. A world where animals are no longer valued for what they can offer or produce, but for the unique individuals that they are. We envision a world where animal exploitation and suffering is a thing of the past and their lives are seen as having intrinsic value deserving of respect, compassion and consideration.

3. ORGANIZATIONAL DUTIES

Volunteers are integral to FCFS's success. We need your help to keep enclosures clean and comfortable, socialize with residents, and assist at events and fundraisers. Group, individual, and off-site volunteer opportunities are available. Such opportunities include, but are not limited to, the following activities:

- Assisting with sanctuary tours and supporting activities
- Assisting with Community Outreach
- Graphic design
- Fundraising development, including grants and other virtual research opportunities
- Photography and videography support

- Reaching out to local grocers to request produce donations
- Regular weekly shifts to support sanctuary chores

4. DRESS CODE

FCFS is an animal sanctuary, and volunteers are expected to dress in clothing appropriate to the volunteer activities being performed. It is expected that individuals who volunteer on-site will get dirty during the day, so any clothing that permits the safe performance of volunteer activities and otherwise complies with the restrictions listed in this Section 4 is permitted. Volunteers working around any animals or in any food preparation area must wear close-toed, but not steel-toed, shoes. Volunteers who work outside are expected to dress appropriately for the weather conditions of the day. Program and office volunteers may dress casually and comfortably, but with an eye toward modesty: extremely short shorts or extremely revealing strapless shirts, for instance, are inappropriate. Men must wear shirts. Volunteers who are attending outside functions as a representative of FCFS must have a neat and professional appearance appropriate to the event.

5. RESPONSIBILITIES

Although this is an unpaid volunteer program, volunteers participate in the organization as reliable, trustworthy, and contributing members of the team. We rely on volunteers' punctuality and commitment to our programs to be successful. If a volunteer anticipates being late or absent for an activity to which he or she has committed, he or she should contact the volunteer supervisor.

6. PERSONAL PROPERTY

FCFS assumes no responsibility for the loss or theft of any type of personal property. Personal belongings should be kept in an inconspicuous place or locked in volunteers' personal vehicles as a precautionary measure.

7. BAD WEATHER POLICY

FCFS's primary concern during inclement weather is to protect the safety of our staff and all volunteers. If a volunteer feels it would be unsafe to travel they should use their best judgment and inform FCFS that they are unable to commute.

Warm season inclement weather, such as thunderstorms and tornadoes, tend to develop quickly and unpredictably. In these cases, it is generally safer for volunteers to take appropriate cover within the building rather than to be on the road driving home. Therefore, except as directed by the Board of Directors, FCFS will not close in response to such events.

8. STANDARDS OF CONDUCT

Each volunteer is expected to maintain high standards of conduct. The following list includes some (but by no means all) of the types of conduct which FCFS does not tolerate:

- Making a false or misleading statement to FCFS, or refusing to provide requested information in a timely manner;
- Making a slanderous statement about FCFS, its employees, volunteers, directors, interns, or others helping or working with FCFS;
- Theft or destruction of FCFS property or the property of other employees, volunteers, directors, interns or others helping or working with FCFS;
- Abusing, threatening, or intimidating an employee, volunteer, director, intern, or other helping or working with FCFS;
- Possession, distribution, or use of alcohol or illegal drugs on FCFS property or while on FCFS business;
- Fighting, gambling or engaging in horseplay on FCFS property;
- Sexual or other harassment or discrimination;
- Conduct or behavior that negatively reflects on FCFS;
- Making long distance personal telephone calls using FCFS telephones or making excessive personal telephone calls; and
- Unauthorized disclosure of confidential information.

9. VISITOR GUIDELINES

In addition to the Standards of Conduct described in Section 8, when visiting FCFS's premises, please:

- Wear closed-toed shoes.
- Leave companion animals at home.
- Leave weapons at home.
- Refrain from smoking.
- Walk, don't run.
- Speak quietly and calmly (no yelling or loud noises).
- Consult with a staff member before entering the barn, hay barn, animal enclosures, animal shelters, or lodge.
- Consult with a staff member before using tools/equipment.
- Let the animals come to you if permitted to mingle in enclosures.
- Remain calm around animals (no fast motions).
- Do not chase after any animals.
- Do not hold any animal to prevent them from walking away, unless under the direct supervision of staff.
- Do not bring food into animal areas or feed the animals unless given permission /approved by staff (ex: enrichment).
- If given permission to feed animal(s), never leave food on the ground.
- Look under and around your vehicle before starting or driving it.
- Drive 5mph along the drive, looking closely for wandering animals.
- Adhere to additional guidelines as requested by staff.

10. DRUGS AND ALCOHOL

FCFS is committed to providing a safe, healthy, and drug-free work environment. Therefore, FCFS has established the following policy:

- (1) It is a violation of FCFS policy for any volunteer to use, possess, sell, buy, or offer to sell or buy illegal drugs or other non-prescribed intoxicants and controlled substances (or paraphernalia associated with such prohibited substances), or otherwise engage in the use of such substances on FCFS property or while working, interning, or volunteering elsewhere for FCFS.
- (2) It is a violation of FCFS policy for any individual to volunteer under the influence of or while impaired by illegal drugs or other non-prescribed intoxicants and controlled substances, or to report to an event as a volunteer while possessing in any amount such substances.
- (3) It is a violation of FCFS policy for any individual to volunteer under the influence of or impaired by alcohol or to possess or consume alcohol on FCFS property or at FCFS-sponsored events while serving as a volunteer for FCFS.
- (4) It is a violation of FCFS policy for any volunteer to use any prescription drug(s) illegally or in a manner inconsistent with the physician's prescribed dosage. It is also a violation of FCFS policy for any volunteer to use any prescription drug(s) which have the effect of impairing the volunteer's ability to perform their volunteer responsibilities in a safe and acceptable manner. Notwithstanding the foregoing restrictions, nothing in this policy precludes the appropriate use of legally prescribed medication(s) that do not cause unsafe or unacceptable performance of assigned tasks.

11. SMOKING

FCFS is a smoke-free environment. This restriction applies to employees, board of directors, volunteers and anyone else who comes to FCFS.

12. PROHIBITION ON HARASSMENT

FCFS is committed to providing an environment for all volunteers that is free from sexual harassment and other types of discriminatory harassment. Volunteers are expected to conduct themselves in a professional manner and to show respect for their fellow volunteers and FCFS staff members.

FCFS's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, FCFS has developed a policy against harassment and a reporting procedure for volunteers who have been subjected to or witnessed harassment. This policy applies to all FCFS-related settings and activities, whether on or away from FCFS's premises, and includes FCFS-related trips and FCFS-related social events. FCFS's property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet

access) may not be used to engage in conduct that violates this policy. FCFS's policy against harassment covers volunteers and other individuals who have a relationship with FCFS (e.g., directors, officers, employees, contractors, vendors, etc.).

Prohibition of Sexual Harassment

FCFS does not and will not tolerate sexual harassment of any employee, inter, volunteer, applicant, guests, or anyone else. While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) an unwelcome sexual advance -- whether they involve physical touching or not; (2) request for a sexual favor; or (3) coerced sexual act.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithet, joke, written or oral reference to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive object, photo, cartoon; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gesture or sexually suggestive comment; (6) inquiry into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

Prohibition of Other Types of Discriminatory Harassment

It is also against FCFS's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, gender, gender identity or expression, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive environment.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithet, slur, negative stereotyping, joke, or threatening, an intimidating, or hostile act that relate to race, color, gender, gender identity or expression, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, gender identity or expression, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in FCFS's premises such as on an employee's desk or workspace or on FCFS's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Reporting of Harassment

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any FCFS employee or volunteer, you should file an in good faith report of incident immediately to the Animal Care Manager or to the Board of Directors. Possible harassment by others with whom FCFS has a business relationship, including any donor or vendor, should also be reported as soon as possible so that appropriate action can be taken.

FCFS will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making an in good faith report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. FCFS's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred. Upon completion of the investigation, FCFS will inform the individual who made the complaint of the results of the investigation.

If FCFS determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination.

Volunteers who harass another may be immediately asked to leave FCFS or the premises of the volunteer work and the volunteer relationship with FCFS may be terminated.

Volunteers are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Board of Directors.

13. NO VIOLENCE

Any act or threat of violence (including intimidating behavior, verbal or physical harassment, and/or coercion) which involve or affect FCFS's employees, board of directors, volunteers, residents, guests contractors or anyone else will not be tolerated. Violation of this policy may lead to the termination of the volunteer relationship with FCFS.

All volunteers are encouraged and have an obligation to report any incidents of any threat or act of physical violence to their supervisor – regardless of whether the violence is directed at the volunteer or at another. If it would be inappropriate to report to your supervisor and contact the Board of Directors.

14. PRIVACY

All property of FCFS that is furnished to volunteers is only for use and convenience in performing the volunteer's duties. FCFS retains the right of full access to this property and may search it from time to time without further notice. FCFS may also (without further notice) access equipment furnished by any person, but used in the course of performing volunteer

responsibilities, e.g., personal computers, laptops, files, calendars, date books. Furthermore, FCFS may, under certain circumstances, search personal property of its volunteers, including but not limited to packages and purses brought on FCFS property.

15. CONFIDENTIAL INFORMATION

FCFS has certain policies regarding the protection of confidential information. FCFS requires all volunteers to agree to and abide by the following policies:

- (1) The volunteer agrees that during their involvement with FCFS, and thereafter as long as necessary to assure confidentiality, any private, privileged or confidential information they receive, including but not limited to financial data (excluding tax and audited annual financial reports); personal information regarding staff, board members, and volunteers; client information; resident information, including resident medical and care status information; and personal observations of client, shall be considered and kept as the private, privileged and confidential records of FCFS.
- (2) Information shall not be divulged to any person, firm, corporation or other entity except on the direct authorization of the Board of Directors.
- (3) If the volunteer is provided with computer access by an assigned password, the computer information accessed by the volunteer is confidential and may not be shared with others. The assigned password must also be kept confidential and shall not be divulged or given to others for their own use other than as required by FCFS procedures. In the event that the volunteer believes another person has obtained access to their password, the volunteer shall immediately request a new password.
- (4) Upon the termination of the volunteer's relationship with FCFS, the volunteer agrees that they will continue to treat the information as private, privileged, and confidential and will not release any such information to any person, firm, corporation, or other entity, by written or verbal statements except upon direct written authority of the Board of Directors. Failure to maintain the information as private and privileged will be considered a breach of confidentiality. FCFS shall be entitled to an injunction by any competent court to enjoin and restrain the unauthorized disclosure of such information.
- (5) The volunteer agrees to abide by FCFS's internal confidentiality procedures and protections regarding the access, dissemination, input and collection of confidential and private information with regard to data collection, FCFS records, FCFS's computer system, E-mail, the Internet, facsimiles and other methods of transferring or recording information.
- (6) All information relating in any manner to FCFS participants or FCFS as an organization, whether prepared by the volunteer or otherwise coming into the

volunteer's possession, shall be the exclusive property of FCFS and shall be returned immediately to FCFS upon termination of the volunteer's relationship with FCFS or upon FCFS's request at any time.

16. SAFETY

The Volunteer will perform their duties in a safe manner, and will direct other volunteers to perform any task or activity in a safe manner. If the Volunteer observes an unsafe activity by anyone, including employees, contractors on site, other volunteers, visitors, or anyone else on site, the Volunteer has a responsibility to point out and stop the activity, and to report such activity to their supervisor or other management. In addition, the Volunteer may be asked to help develop safe methods to perform tasks, and if not directly asked, should be proactive in improving processes to increase safety for both people and the resident animals. In addition, the Volunteer must follow any and all Safety Policies established by Full Circle Farm Sanctuary.

Volunteers should not perform any activity that could be considered unsafe. If a piece of equipment is needed to make an activity safe, retrieve the piece of equipment and set it up properly before performing the task. If Full Circle Farm Sanctuary does not own such equipment, talk with the Board of Directors for a solution, such as purchasing or renting such equipment.

If a task requires someone to get up on a ladder, ensure the ladder is sitting on a stable surface and that the ladder is in proper working order before use. Depending on how high it may be necessary to climb on the ladder, have another person there to spot you.

- Always put away equipment when tasks are finished, and maintain the equipment appropriately.
- Ensure machinery is in proper working order before use.
- Follow proper lifting techniques.
- More detailed safety policies, procedures and plans may already exist, or will be enacted in the future.
- Failure to follow safety guidelines could lead to disciplinary action, up to and including termination.

17. PHOTOGRAPHS/CAMERAS

Volunteers are not permitted to take photographs or video or audio recordings (collectively "**Images**") while on FCFS premises or at FCFS functions unless specifically requested by their supervisor to do so. If requested by FCFS to take Images, volunteers shall strictly follow FCFS instructions on the types of Images that volunteers are allowed to take when given permission to do so. Those who will be photographed and/or video or audio recorded by volunteers must give their written permission to be photographed and/or recorded in any way. Additionally, volunteers

are specifically prohibited from using their own personal equipment including, not limited to, cell phones and digital cameras when taking Images on behalf of FCFS, unless specifically requested by their supervisor to do so.

Assignment: If requested to take Images by FCFS, the volunteer hereby grants and conveys to FCFS, without limitations, all rights, title and interest in any and all Images made by volunteer on behalf of FCFS or for FCFS during their participation in FCFS projects, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Release: The volunteer hereby irrevocably grants and conveys unto FCFS, without limitations, all right, title and interest in any and all Images taken of the volunteer during their activities with FCFS including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. The volunteer consents, in advance, to FCFS's use of volunteer's name, photograph, voice, or likeness for all promotional purposes related to FCFS and its sponsors and beneficiaries and waives all rights to privacy in connection therewith.

18. WORK MADE FOR HIRE AND ASSIGNMENT

In addition to Section 16, the volunteer may create certain works on behalf of FCFS that may be copyrighted under the laws of the United States. To the extent that any such works are created, volunteers will be considered to have created a work made for hire as defined in 17 U.S.C. Section 101, and FCFS shall have the sole right to the copyright. In the event that any work created by the volunteer does not qualify as a work for hire, for any reason, the volunteer agrees to assign without limitations, all of their rights, title and interest in the work to FCFS. This includes, but is not limited to, any royalties, proceeds, or other benefits derived from such works created including photographs or recordings.

19. USE OF ORGANIZATION'S NAME

Use good judgment when using FCFS's name and any photographs of any FCFS participants in any written materials, publications, websites, blogs, or other media especially if the volunteer does not have the express authorization from FCFS and the FCFS participants. The volunteer should always make it clear that the volunteer's content is their own, and the volunteer's views do not necessarily represent the views of FCFS. FCFS has worked very hard to build a recognized name and reputation. The safety of the FCFS participants and any minors is of particular concern.

20. SOCIAL MEDIA POLICY

FCFS recognizes the role social media plays in modern communication. As such, we respect the right of volunteers to use social networks for self-publishing and self-expression while adhering to our organizational guidelines.

As a FCFS volunteer, your commentary is not only a direct reflection of you personally but also of our brand. Commentary that is considered defamatory, obscene, proprietary or libelous by any

offended party could subject you to personal liability and damage FCFS's reputation. Once it's on the Internet, it's there forever.

We do not distinguish between "personal time" and "volunteer hours" usage, or personal devices and organization-provided equipment. You are at all times a representative of FCFS regardless of how or when you are posting on social media.

Engaging with and sharing content posted by FCFS-branded accounts is encouraged and appreciated.

Have a problem at FCFS? Work it out in person. Airing your personal grievances on social media rarely leads to positive outcomes.

Harassing, threatening, discriminating against or disparaging any individuals through social media will not be tolerated.

Sharing any organization-privileged information, including animal health/treatment information or organization-issued documents, through social media and without written permission from your supervisor will not be tolerated.

Sharing any photograph of an employee, board member, other volunteer, vendor, guest, contractor or other without their permission through social media is prohibited.

Contact management immediately if contacted by the media, press, or other organizations about any social media content related to FCFS business.

Any violation of any of the guidelines listed in this Social Media Policy will be subject to correction and may result in disciplinary action, up to and including termination of the volunteer relationship. Where necessary, we will advise appropriate officials of any violations of law.

If you become aware of any violation of this Social Media Policy you should report the violation to your supervisor.

21. CONFLICT OF INTEREST

Volunteers should avoid any activity, agreement, business investment or interest, or other situations which could be construed as a conflict with FCFS's best interests or which give the appearance of taking money, merchandise, or services from participants or vendors for personal gain.

Good judgment should prevent the possibility of a conflict of interest arising. If a volunteer engages in any activity or transaction which might cause a conflict between personal and organizational interests, however, information about that potential conflict must be disclosed in advance to the Board of Directors.

22. WHISTLEBLOWER POLICY

FCFS requires that volunteers observe and practice a high standard of ethics with regard to their responsibilities. All individuals who volunteer with FCFS are expected to practice honesty and integrity and comply with any and all applicable laws and regulations.

FCFS has an open door policy and encourages volunteers to share their questions, concerns, suggestions and complaints with someone who can properly address them. Issues should first be presented to the volunteer's supervisor and, if necessary, FCFS's Board of Directors.

FCFS will conduct a prompt investigation into all complaints raised pursuant to this policy. Volunteers who raise complaints under this policy have an obligation to assist with resolution of FCFS's investigation. If warranted, FCFS will take corrective action. Further, those who violate state or federal law may be prosecuted or suffer other legal consequences.

Volunteers are expected to invoke this policy in good faith and should have reasonable grounds for raising a complaint under this policy. Any volunteer who makes knowingly false allegations against FCFS under this policy may be prohibited from performing any future volunteer work with FCFS.

FCFS will not retaliate against any volunteer because of complaints of harassment or discrimination or because of cooperation with any investigation. Violations or suspected violations of this policy may be reported anonymously. FCFS will endeavor to keep those reports confidential, if possible, during its investigation.

Where complaints are not reported anonymously, the Board of Directors will notify the volunteer raising a complaint under this policy to confirm receipt of such complaint.