

TERMINATION POLICY

Reasons for Termination:

1. **Resignation** – Voluntary termination freely made by volunteer for any reason he or she chooses.
2. **Mutual agreement** – Both volunteer and Shelter Director and/or the Board of Directors decide to end the volunteer relationship for their mutual benefit. Sometimes the decision to break a relationship is truly arrived at together. The record can reflect that there has been a mutual agreement that the individual's skills are not matched to the job requirements and both recognize this. A termination date will be agreed upon by both parties.
3. **Unsatisfactory Performance** – Failure of a volunteer to meet performance standards, failure to work when scheduled failure to complete tasks in a timely competent way, violation of established policies and procedures, or any action which is detrimental to HCHS, its volunteers or animals. **In cases of sever rule violation, dismissal may be without prior warning.**
4. **Misconduct** – Just causes for immediate dismissal (applies to volunteers while at any HCHS function):
 - Inhumane or mistreatment of animals
 - Unauthorized use of HCHS property
 - Falsification of HCHS records
 - Stealing, dishonesty
 - Possession, drinking or being under the influence of alcoholic beverage or other intoxicants while at HCHS or any HCHS event.
 - Deliberate destruction of HCHS or Volunteer property
 - Impolite or belligerent attitude when dealing with the public, volunteers, or staff members
 - Possession of weapons or dangerous material
 - Failure to adhere to HCHS policies

THIS LIST IS IN NO WAY ALL-INCLUSIVE

Signature _____ Date _____