

JRC SANCTUARY VOLUNTEER REGULATIONS:

ORGANIZATION AND PURPOSE.

The relation of the volunteers with the JRC Sanctuary, is understood as a free benefit of services, selfless, benign and stripped from any occupational nature. Being based solely on the interest and commitment to the conservationist and environmentalist cause and to the principles of sustainable development.

All agents can participate in the volunteering program as adults over eighteen-years of age, a previous process of selection and acceptance and training established by the JRC. The JRC Sanctuary will keep an internal and updated record of all volunteers.

The volunteer will not be able to use their stay with our organization to perform personal, religious, political, associate or union activities.

TRAINING

Volunteer training will be focused on their learning and will be instructed the following way:

- The training of the volunteers will begin on their arrival and during the optimum period to understand that they have been properly trained and have been able to achieve satisfactory instruction, rules and protocols that should be followed during their stay with the organization.
- There will be an update form and continuous evaluation of their training which will be led and followed every labor day at 7:30 am.

RIGHTS AND DUTIES.

RIGHTS:

Rights the volunteers have:

- Receive from the organization, help and acknowledgment of their rights, duties, responsibilities, limits and the general information of the zone where their volunteer service will happen.
- Receive the necessary instructions in order to perform their given tasks, together to fulfill the tasks assigned for the well-functioning of the organization.
- Provided the help and support from the officials where the volunteering service is developing.
- Receive a JRC 'volunteer' t-shirt when starting the volunteering program.
- Fulfill the necessary conditions in order to guarantee their stay and perform successfully and accordingly especially regarding the whole working team, the instructions received and other comforts as the appropriate break times, filtered water, coffee and a reserved area for them to keep their personal belongings (where we hold accountability and responsibility to protect them).
- Receive an appropriate treatment, kind and respectful from the staff team and other external partners, other volunteers and individuals, for their whole stay in the volunteering program.

DUTIES:

The following are the duties followed by the volunteers:

- Fill and sign the 'Application form' for volunteers which includes the approval of policies of the JRC Sanctuary on social media, confidentiality of information, Drug Policy and Sexual Harassment Policy.
- Volunteers are expected to have valid health insurance in Costa Rica and a negative test of the TBC.
- A correct immigration status.
- All individuals are expected to follow the rules given by the staff members and superiors during the length of their stay, as long as these are according to the regulations and will have to follow them faithfully, according to the work plan.
- Report barriers, limitations or difficulties they might encounter in order to improve them, and accomplish a satisfactory work place and environment.

- Use of the 'volunteer' t-shirt provided at their arrival during the length of their work in the JRC.
- Maintain an appropriate work environment and attitude of dedication, seriousness, respect, caution and attention as well as kindness with the rest of volunteers, staff members and public members during the length of their stay.
- Volunteers are expected to maintain all tools, equipment and material provided in perfect condition after their use, committing to a correct use of them and in case of harm to the same to pay any reparations or replacements needed due to a mistreatment of the same, loss or other that might happen to all goods of the JRC during their stay.
- It is prohibited to use and consume inside the JRC Sanctuary limits toxic substances (alcohol, tobacco, Psychotropic or narcotic substances of any kind).
- Punctuality is expected on the arrival time and on their day to day activities.
- The use of mobile phones is restricted as long as they are performing activities inside the Sanctuary.
- It is prohibited to take photos or videos of the animals in direct contact with people (selfies) specifically taking pictures or videos in the whole veterinary and nursery areas.
- It is prohibited to have interaction with animals prone to human interactions and therefore teaching them incorrect behavior to their species (sounds, movements and others).
- No use of headphones to listen to music during their activities in the Sanctuary.
- Maintain at all times the doors closed.
- It is mandatory to wear covered shoes or boots.

FAULTS AND VIOLATIONS:

The volunteers are responsible for their actions both civil and criminal. In the case of an underage individual, parents or tutors will be the legal agents for their actions and will take accountability for them.

The faults that deserve a sanction to the volunteer are the following:

- Violate their duties, obligations and prohibitions in the course of the document of regulations.
- Stay under the influence of toxic substances (alcohol, tobacco, Psychotropic or narcotic substances of any kind), during their volunteering tasks and duties.
- Committing assault, verbal harassment, or psychological harassment of any kind towards another individual.
- Taking selfies with animals or actions that can harm animals due to one's actions.
- Any other fault or violation that the administration finds relevant to take action and apply a sanction at the time occurred.

The business administration will analyze the sanction to impose to the volunteer that commits any of the previously mentioned faults and violations. A sanction will not be imposed without the affected being present and held a hearing from all interested parties.

The faults and violations are considered mild, severe and extreme.

Mild violations will be sanctioned with a warning or suspension according to the circumstances of the actions such as:

- Fail to inform the administration and organization of the existence of actions that can be a risk for individuals, goods and animals.
- Lack of conservation and appropriate maintenance of the material and goods that the volunteer might have had during their service and activities.
- Disobey direct administration members of the Sanctuary, which can lead to a defamation of words, actions and affect the labor of others.

It will be considered a severe fault and violation, the following:

- Refuse to follow the activities given by the organization and staff members.
- The use of material and infrastructures owned by the Sanctuary outside of the premises or for other activities not related to it.

- The volunteer damage, harm and extraviation of materials, goods, documents during their custody.
- Accumulation of three mild faults.

It will be considered direct suspension, as a consequence of a extreme fault and violation the following:

- Fail to follow without a justified cause the labor given.
- Observe a bad attitude or having been sanctioned previous times due to severe violations or faults.