

Venango County Humane Society  
286 South Main Street, Seneca, PA 16346  
Phone: 814-677-4040

DATE: March 23, 2016

TO: All Volunteers

SUBJECT: Cell Phone Usage

Increased personal cell phone usage has been observed at the VCHS Shelter during work hours. Please follow the cell phone usage policy, and keep usage to breaks if you are volunteering 4 hours or more.

4.11 Cell Phone Policy (Applies to Employees and Volunteers):

The use of personal cell phones at the Shelter is discouraged because it can interfere with work/volunteer time and be disruptive to others. Therefore, volunteers who bring personal cell phones to the Shelter are required to keep the ringer shut off or placed on vibrate mode. And to keep cell phone use confined to breaks and lunch (if volunteering a full day). Cell phone use interferes with the satisfactory performance of a volunteer's duties and disturbs others.

The Shelter may provide cell phone allowances to volunteers in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Shelter business, volunteers must comply with all Shelter policies governing conduct, including our policies prohibiting discrimination, harassment and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during all meetings.

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

Volunteer Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_