嘉道理農場暨植物園公司
Kadoorie Farm & Botanic Garden Corporation

# FAUNA VOLUNTEER APPLICATION PROCEDURES & CONDITIONS

**1: Requirement**

a) All volunteers must be aged between 16 and under 75 years old.
b) Volunteers under the age of 18 must complete and submit a Parental Consent Form
c) A valid Tetanus vaccination is compulsory for all Fauna volunteers.
d) The volunteer's Identity Document must be presented to the relevant staff for verification on the first day of volunteer work.
e) For Permanent HKID Card holders, the minimum commitment will be 10 days.
f) For Non-Permanent HKID Card holders, it is a requirement that they
   i) Serve a minimum of 20 working days and
   ii) Provide their own accommodation.

If the application is approved the prospective volunteer will be requested to apply for a HKSAR Immigration training visa. Please note that the issuance of the training visa is subject to the approval by the HKSAR Immigration Department.

**2: Application procedures**

a) Applicants should apply via the KFBG Online Portal.
b) Applicants may be interviewed by the relevant section prior to their acceptance.
c) Once the application is accepted, the applicant will receive a confirmation email from the Fauna Department section.
d) Applicants must confirm their start date and end date by email to supervisor and the Admin Officer.

**3: General Conditions**

a) Volunteers will be issued with a Coloured Name Badge.
b) Volunteers are required to wear their volunteer badge at all times. The badge remains the property of the Fauna Conservation Department and is to be returned at the end of the volunteer period.
c) Volunteers are only allowed to access specific areas and areas that authorized by relevant Fauna staff. The specific areas are as per the colour coding on the Coloured Name Badge.
d) Volunteers are required to be dressed appropriately for the job. We require that volunteers dress in long trousers, shirt or T-Shirt and wear closed shoes.
e) Volunteers are required to use whatever safety equipment and tools that are provided for the job.
f) Volunteer should follow instructions from staff, and all KFBG safety and operation protocols during their work.
g) In ensuring the volunteer have the maximum protection, volunteers are recommended to take out appropriate insurance (e.g. personal accident insurance policy). Volunteers should be responsible for managing their own risk when performing duties.

h) Volunteers are expected to be punctual. If the volunteer needs to take time off or are delayed coming to work they should inform staff through email, WhatsApp or telephone preferably one hour in advance.
i) All volunteers will receive the necessary training from the relevant section.
j) All volunteers will be required to fill in an exit form on their last day to help evaluate the volunteer programme.
k) The Fauna Department may ask a volunteer to show cause why his/her volunteer stint should not be discontinued in the following circumstances:
    i. Always late without acceptable reasons and advanced notification; or
    ii. Absent without acceptable reasons and advanced notification; or
    iii. Unable to accumulate 10 service days within the committed period.

**4: Specific conditions**

a) For volunteers desiring to work with mammals of unknown rabies status they may be required to get a Rabies Vaccination; only volunteers who are vaccinated against Hepatitis B will be allowed to work with Primates.
b) Specific conditions for Non-qualified veterinary volunteers:
    i. Not allowed to administer drugs via hypodermic injections etc. to the animals;
    ii. Not allowed to carry out surgery, stitching or any other surgically invasive work.
    iii. Allowed to assist the Veterinarian in preparing equipment and drugs.
c) Qualified vet volunteers may only carry out invasive activity including injectable drug/fluid administration under the direct instruction of the KFBG veterinarian.

**5: Lunch Arrangement**

Meal Coupon will be provided to volunteers who:

**i.** Perform full-day duty 08:30 to 17:00;
**ii.** Duties not falling in the time period above will be considered case by case

**6: Travel Allowance**

Volunteers will receive a travel allowance after a probation period of 10 days.

**DH reviewed on: 10th October 2025**