

Jacksonville Humane Society
Liability, Photo Release, and Confidentiality Agreement

Liability Waiver

Initial _____ I hereby fully and forever release and discharge the Jacksonville Humane Society, its agents, employees, directors, officers and all liability insurance carriers from all actions, damages or judgments which I may have, now or in the future, against Jacksonville Humane Society, for all personal injuries to myself, known or unknown and/or arising out of the activities of myself as a volunteer. The policies, procedures and objectives of the Jacksonville Humane Society have been explained to me and I agree to follow and abide by their guidelines. I have read this release, understand all its terms and I execute it voluntarily and with full knowledge of its significance.

Photo Release

Initial _____ For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and being sole and final compensation to which I am entitled, I hereby give the Jacksonville Humane Society, its successors or anyone acting under its authority or permission the absolute and unqualified right and permission to make, copyright, publish or use photographs of me, or in which I may be included in whole or part, or reproductions thereof in color or otherwise anywhere and as often as desired, for art, advertising, commercial trade, public or private purposes; in any media, for any and all other lawful purposes whatsoever, which may, in its discretion, deem proper.

In addition, I understand and agree that such photographs, negatives and transparencies shall remain the exclusive property of the Jacksonville Humane Society. It is my further understanding and agreement that by these presents do transfer and convey to the Jacksonville Humane Society any and all right, title, or interest I may have in these photographs, negatives, transparencies or copies thereof and all monies, proceeds or values that may be derived or received therefrom. I hereby warrant that I have full legal capacity to execute this release.

Confidentiality Agreement

Initial _____ All JHS records and information relating to JHS (including customers, volunteers, and donors) are confidential and volunteers must, therefore, treat all matters accordingly. No JHS or JHS-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of JHS) may be removed from JHS's premises without permission from JHS.

Additionally, the contents of JHS's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a JHS business purpose. Volunteers must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside JHS. Volunteers who are unsure about the confidential nature of specific information must ask their manager for clarification. Knowingly, or unknowingly revealing information of a confidential nature violates JHS policy.

Conviction

Have you ever been convicted of, pled guilty, nolo contendere, or no contest to a crime? _____
If yes, please explain (a conviction will not necessarily prevent you from volunteering)

X _____
Signature of Volunteer **Date**

PRINT _____
Name of Volunteer

MINOR CONSENT: (Required for anyone under 18 years of age)
I, _____ give my consent for _____
Full name of parent/guardian **Name of minor**
to volunteer at the Jacksonville Humane Society according to guidelines listed above.

X _____
Signature of Parent/Legal Guardian **Date**

Jacksonville Humane Society

Volunteer Code of Conduct

Professionalism and Respect

- Dress code: Closed-toed shoes, nametag, volunteer shirt, pants/shorts/capris. Shorts must be at least as long as your hands by your sides
- Parking – park in the staff and volunteer parking lot
- Cell phones are allowed to be used outside of customer service areas and NOT while handling animals
- Profanity, drugs, and alcohol are not permitted on property and you should not be under the influence of drugs or alcohol while volunteering
- If you are a smoker, please use the designated area
- Friends, family, and personal pets should not join you on your shift
- Never attempt to handle a distressed or angry customer; find a staff member
- Speak with mindfulness and respect to other volunteers, staff, customers and anyone visiting JHS

Community Ambassador

- We encourage you to assist customers. Be sure to identify yourself as a volunteer and always refer admissions, medical, and questions you cannot answer to staff
- Your posts on JHS social media must match our professionalism guidelines listed above
- Information about adopters, surrendering owners, staff, volunteers, clients, and donors are confidential and should never be discussed or shared

Safety

- Working with animals exposes you to risk of injury and spread of some diseases. If you are uncomfortable with these risks, we have several non-animal handling roles available
- Training is required for all animal handling positions to ensure safety
- Cell phones are never to be used when you are handling an animal
- Animals are always treated with respect and patience. If you have a difficult animal, ask for help on how to properly handle them or return the animal to their kennel

Reporting concerns

- Accidents and injuries must always be reported to your supervisor promptly
- Problems with another volunteer, staff member, or customer should be discussed immediately with your supervisor, or the community outreach coordinator
- Medical or behavioral problem with a shelter animal should always be reported by using our medical/behavior concern form, located in adoptions

Commitment to the program

- Scheduling shifts is done online. Your login name is your email address, and you can reset your password by using the “forgot password” link at the log-in page. If it does not recognize your email, notify the community outreach coordinator
- Sign-in every time you volunteer
- Please remove yourself online to notify staff of absences. This enables JHS to fill your shift if you are not coming
- If you plan to exit the program, email the community outreach coordinator

I acknowledge I received, read, and am responsible for knowing the JHS volunteer code of conduct listed above.

SIGNED NAME _____ DATE _____

PRINT NAME _____