



Hawaiian Humane Society

People for animals. Animals for people.

VOLUNTEER AGREEMENT AND RELEASE

THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS. PLEASE READ CAREFULLY BEFORE SIGNING.

By signing below, I hereby accept a position as a volunteer for the Hawaiian Humane Society ("Hawaiian Humane" or "the organization") upon the following terms, conditions, and understandings:

Terms and Conditions

1. My services to Hawaiian Humane are provided strictly in a voluntary capacity as a volunteer, and without any express or implied promise of salary, compensation or other payment of any kind whatsoever.
2. My services are furnished without any employment-type benefits, such as employee health insurance, worker's compensation, retirement plans and the accrual in any form of paid time off, vacations and sick time. My personal health insurance plan is the primary insurance for any accidents or injuries that may occur as a result of my volunteering with Hawaiian Humane.
3. **Medical Treatment.** I hereby release and forever discharge Hawaiian Humane from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with my volunteer activities on behalf of the organization.
4. **Insurance.** I understand that, except as agreed to by Hawaiian Humane in writing, the organization does not carry or maintain health, medical, or disability insurance coverage for any volunteer. **Each volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**
5. **Release and Waiver:** I understand that the handling of animals and other volunteer activities on behalf of Hawaiian Humane may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless the organization and its directors, officers, staff, volunteers, guests, vendors, and agents from any and all claims, causes of action and demands of any nature, whether known or unknown, arising out of or in connection with my volunteer activities on behalf of Hawaiian Humane including, without limitation, damages related to bodily injury, personal injury, illness, death or property damage.
6. **Photographic Release.** Understanding that public relations is an important part of a volunteer's activities on behalf of the organization, I hereby grant the Hawaiian Humane Society a non-exclusive right and license to display, exhibit, transmit, broadcast, reproduce, record, photograph, digitize, adapt, create derivative works, exploit, and otherwise use my name, image, and likeness, and all materials created by or on behalf of the organization that incorporate any of the foregoing on a perpetual basis throughout the world, and in any medium or format whatsoever, whether now existing or hereafter created, without further consent from or royalty, payment, or other compensation to me for public relations purposes. I ask that Hawaiian Humane

use reasonable efforts to give me advance notice of any such use, but such notification is not a condition of use for public relations purposes.

7. I will familiarize myself and comply with Hawaiian Humane policies and procedures applicable to volunteers. In particular, I fully understand that the organization expects high standards of moral and ethical treatment of the animals under its care. I will adhere strictly to these standards in my capacity as a volunteer. I will seek clarification from the organization when required.
8. I agree to never strike an animal, or handle or treat an animal in such a way that it would be construed as rough or abusive. I will always exercise compassion and care with the animals.
9. I understand that the organization, without notice or hearing, may terminate my services as a volunteer at any time, with or without reason.
10. I understand that contagion control is an important part of caring for animals at the Hawaiian Humane Society. No matter what my specific job is, I have a personal role in ensuring the health of each animal by taking responsibility for washing my hands between each kennel, animal enclosure, and/or after handling any animal in the shelter.
11. I agree to hold absolutely confidential all information that I may obtain, directly or indirectly, concerning vendors, guests, community members, animals, training procedures and staff. I agree not to seek or obtain confidential information from a guest. I understand that an intentional or unintentional violation of confidentiality may result in disciplinary action, including termination by the Hawaiian Humane Society and/or possible legal action by others (e.g., guests).
12. Vehicle Terms and Conditions (if applicable): While rendering my services, I understand that I may, at my sole discretion, choose to drive my own vehicle while engaging in volunteer activities. I understand both that I am under no obligation to engage in such activities and that having and maintaining a satisfactory driving record is a condition of my authorization to drive while engaging in volunteer activities for Hawaiian Humane. I agree to report any license suspensions, serious accidents or other offenses, or any other condition to the organization immediately that may affect my ability to drive on behalf of the organization in my own vehicle. I agree to obey all traffic laws, including the use of seat belts. I further agree to use a mobile device only while safely parked. I understand that Hawaiian Humane requires volunteers who drive on its behalf to carry insurance and asks that volunteer drivers carry insurance coverage as follows: Bodily Injury Limit: \$100,000 per person, \$500,000 per accident; Property Damage Limit: \$100,000 or Combined Single Limit: \$200,000 per accident.

Date

Printed Name

Signature of Volunteer

Signature of Hawaiian Humane Representative

If you are under 18, we must have your parent or legal guardian's signature below.

PARENT OR LEGAL GUARDIAN (OF VOLUNTEER 17 AND YOUNGER)

As a parent or legal guardian of the above-named volunteer, I hereby consent for my child or ward, as the case may be, to become a volunteer for the Hawaiian Humane Society as described in the above Volunteer Agreement and, by the signature below, join in and agree to be bound by the terms and conditions of the release on the preceding page.

Date

Parent or Legal Guardian



Hawaiian Humane Society

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HAWAIIAN HUMANE SOCIETY VOLUNTEER CONFIDENTIALITY AGREEMENT

Volunteers of the Hawaiian Humane Society have access to confidential information about Hawaiian Humane and its practices, partners, donors and guests; this means any information that is not generally known to or accessible by the public concerning or arising from the organization's business. It would include, but is not limited to: guest or volunteer demographic information (names, addresses, email, phone numbers, history, etc.), adoption history, animal disposition, donor information, financial information, strategies, practices, and agreements with other organizations. Disclosure of confidential information may damage Hawaiian Humane business operations and is therefore not permitted. Volunteers of the Hawaiian Humane Society are not to directly or indirectly use, disclose or otherwise communicate any confidential information to any person or entity. This includes on social media such as Facebook, Twitter and Instagram.

Additionally, documents or records containing or reflecting confidential information prepared by or provided to volunteers, and all copies, in any medium, are the property of the Hawaiian Humane Society. Volunteers are not to use Hawaiian Humane property for any purpose not related to the performance of their duties while they are volunteering.

The Hawaiian Humane Society has and will receive confidential or proprietary information from third parties that the organization is responsible for. Volunteers are not to use or disclose any such information except as permitted by Hawaiian Humane or the third party to whom the information belongs.

By signing this confidentiality agreement, you agree to the highest ethical standards and to abide by the following provisions:

1. All communications between Hawaiian Humane Society staff, volunteers and guests is confidential.
2. The volunteer shall not disclose confidential information to a third party without the Hawaiian Humane Society's knowledge and permission.
3. I understand that as a volunteer, I have a duty to keep information confidential throughout my term as a volunteer, as well as after my volunteer status ends.
4. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a volunteer with Hawaiian Humane.

I, _____ (print name), have read the above Hawaiian Humane Society Confidentiality Agreement and understand its terms and my responsibilities as a volunteer.

Signature of Volunteer

Date

If you are under 18, we must have your parent or legal guardian's signature below.

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Date

Parent or Legal Guardian