



General Volunteer Waiver

Volunteers are an important and valued part of MAR. We hope that you enjoy volunteering with us and feel a full part of our team. This agreement tells you what you can expect from us, and what we expect from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

MAR will do our best:

- To provide you with volunteer orientation.
- To respect your skills, dignity and individual wishes and to do our best to meet them.
- To consult with you and keep you informed of possible changes.
- Provide a safe workplace.
- To apply our complaints procedure if there is any problem.
- To meet specific special assistance needs (physical, mental and visual impairment) of volunteers, if given advance notice.

MAR will not commit:

- To provide training before you start your site work. This doesn't mean that the site manager may not coordinate his or her own training on site.
- To insure you against injury you suffer, or cause, due to negligence.
- To reimburse you for transportation to and from worksite (unless a specific worksite states that they will provide transportation), meals and childcare.

Expectations of Volunteer:

- Must be 18 years or older.
- To perform volunteer duties to the best of your ability. To work reliably to the best of your ability, and to give as much warning as possible whenever you cannot work when expected.
- To follow the MAR rules and procedures, including health and safety, equal opportunities and confidentiality.
- To notify MAR Staff for need of specific special assistance due to physical, mental or visual impairment.
- To meet the time and duty commitments of your volunteer assignment.
- To respect the human rights of all and to abide by the principles of nonviolence.

Harassment and Discrimination:

- I understand that MAR has a zero tolerance policy when it comes to harassment and discrimination of any kind towards other people or groups. I understand violation of this policy, whether intentional or unintentional, may be grounds for disciplinary action up to termination of any relationship with MAR.

Injuries and Accidents:

- All injuries incurred at the MAR, great or small, to a volunteer or a member of the public must be reported to a MAR staff member. An accident report must be filled out.

Bites and Scratches:

- These must be reported to the MAR Kennel Manager or Director of Operations, and an accident report must be filled out. The report can also help staff to determine what may have prompted the animal to react. This information may further help in determining if and what type of home the animal should be placed.

Other injuries (cuts, falls, etc.):

- Anyone involved in an accident where injury occurs, must fill out an accident report. Please assist the general public to the MAR Kennel Manager or Director of Operations if they are injured on our property. Locate a MAR staff member to assist the injured person if they should not or cannot be moved.

I hereby release, indemnify, and hold harmless Morris Animal Refuge (MAR), its staff, Board of Directors, PetSmart, PetSmart Charities, volunteers and partner organizations from any and all liability claims, demands, and causes of action, of whatever kind or nature (including injury caused by negligence or any other reason) incurred in conjunction with MAR. This agreement is in honor only and is not intended to be a legally binding contract of employment. In addition, MAR has my permission to use any photographs or videos taken for publicity purposes.

Confidentiality and Non-Disclosure Agreement

This Confidentiality and Non-Disclosure Agreement (“Agreement”) is executed by Morris Animal Refuge, a 501(c)(3) charitable organization (“MAR”) and the “Recipient” for the purpose of preventing the unauthorized use or disclosure of Confidential Information as defined below.

1. Confidential Information. MAR may disclose to Recipient, from time to time, information, data, or other materials, both written and oral, of a confidential or proprietary nature. Such information includes, but is not limited to, personal information such as names, addresses, telephone numbers, financial information, or other information related to MAR’s surrenders, donors, adopters, fosters, and returners.
2. Recipient’s Obligations. Recipient shall hold the Confidential Information in trust and confidence, shall not use the Confidential Information other than for the purposes of Recipient’s duties with MAR, and shall not disclose, publish, or otherwise reveal any of the Confidential Information received from MAR to any other party whatsoever, except as approved by specific prior written authorization of MAR.
3. Other Information. The Recipient’s Obligations under this Agreement do not apply to information that is (a) disclosed in a printed publication available to the public, or is otherwise in the public domain through no action or fault of Recipient; or (b) is generally disclosed to third parties by MAR without restriction on such third parties.
4. Governing Law and Equitable Relief. This Agreement shall be governed and construed in accordance with the laws of the United States and the Commonwealth of Pennsylvania and Recipient consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this Agreement. Recipient agrees that in the event of any breach or threatened breach by Recipient, MAR may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect MAR against any such breach or threatened breach.
5. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement,

including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

6. No Waiver. No delay or omission by either party in exercising any rights under this Agreement will operate as a waiver of any right. A waiver or consent given by either party on any one occasion is effective only in that instance and will not be construed as a waiver of any right on any other occasion.

7. Headings. Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

8. Conflict of Provisions. This Agreement is in addition to any prior written agreement between MAR and Recipient relating to the subject matter of this Agreement. In the event of any disparity or conflict between the provisions of such agreements, the provision which is more protective of Confidential Information shall control.

9. No Modification. This Agreement may not be modified, in whole or in part, except in writing signed by MAR and Recipient.

Morris Animal Refuge Representative

Date

Volunteer Name

Date

Volunteer Signature