

## CONFIDENTIALITY AGREEMENT

Security and confidentiality of Don't Forget to Feed Me Pet Food Bank, Inc.'s (DF2FM) information are matters of utmost concern to both donors, volunteers, and staff. Individuals who have access to organization information are in positions of trust relative to this information and must recognize the responsibilities entrusted to them. In order to maintain the integrity DF2FM, it is important to set forth the expectations with regard to maintaining Confidential Information.

DF2FM desires to ensure that Confidential Information will be used only to accomplish the organization's goals. This Confidentiality Agreement, however, is not meant to prohibit employees from discussing their own personal and confidential information, such as wage and salary information.

The undersigned recognizes that his/her relationship with DF2FM (as an employee, Board Director, contractor, subcontractor, volunteer or other person with access to confidential information) is one of the highest trust and confidence and acknowledges and agrees that using or disseminating Confidential Information in any manner inconsistent with protecting and furthering Don't Forget to Feed Me Pet Food Bank, Inc. and its goals would cause irreparable harm to DF2FM, and one of the duties of the undersigned is to prevent the dissemination or use of Confidential Information in any manner inconsistent with protecting and furthering DF2FM's goals and its mission.

The undersigned agrees that he/she will not, either during employment, contract period or volunteer term with DF2FM or at any time after, directly or indirectly, use, for his/her own benefit or for the benefit of another, or disclose, disseminate, or distribute to another, any DF2FM Trade Secrets or Confidential Information.

Confidential Information includes all material, processes, information, data, financial information, and communications that relate to DF2FM and its mission including without limitation information relating to: (i) marketing and financial activities and plans; (ii) donor and volunteer information, (iii) costs, sources of supply, financial performance, and strategic plans; and (iv) information relating to strategy for obtaining contracts and/or partnerships with various private organizations, customers, and/or vendors. Confidential Information does not include information that has entered the public domain.

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Signature

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Date

## Volunteer Code of Conduct

- **Keep commitments.**

Arrive on time and be able to stay throughout the duration of the commitment. If circumstances change and you are unable to fulfill your volunteer commitment, please notify the Community Outreach Coordinator ASAP.

- **Leave their own pets at home.**

We ask that you not bring your own animals to any event during the time period in which you are committed to serving.

- **Bring only age-appropriate children.**

We ask that you bring only age-appropriate children to any event during the time period in which you are committed to serving.

- **Wear appropriate attire.**

If you have a DF2FM shirt to wear to casual events, please do! Comfortable, closed-toed shoes are recommended when working booth events and are REQUIRED in the warehouse.

- **Show respect for others at all times.**

Using appropriate language, cleaning up after oneself, handling conflict professionally and privately, and other ways in which we treat one another with consideration are hallmarks of DF2FM volunteers. These values apply to all interactions, whether in person or online.

- All volunteers will always act in a professional manner. Reports of staff or volunteer misconduct will be the cause for immediate suspension from volunteer service.

- If DF2FM receives complaints regarding any volunteer, and/or it is determined that the volunteer is not performing the service in a safe, reliable, or responsible manner and corrective action has not resulted in improved performance, DF2FM will remove the volunteer from volunteer service.

- Volunteer shall **not**:

- a. Make sexually explicit comments, or solicit sexual favors, or engage in sexual activity while in the service of Don't Forget to Feed Me;
- b. Use alcohol, narcotics or controlled substances, or be under their influence, while on duty.

- Volunteer **shall**:

- a. Properly identify their presence with name tag/badge provided by DF2FM.

**I have received a copy of the above Code of Conduct and will abide by the contents**

**Signature:**

**Date:**

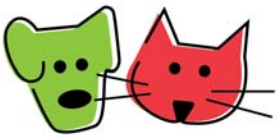
## **Volunteer Acknowledgement**

- I am in receipt of the Don't Forget to Feed Me Pet Food Bank (DF2FM) Volunteer Handbook and Orientation Information and understand I should consult with the DF2FM Community Outreach Coordinator or the Operations Manager if I have any questions about the policies or procedures contained therein.
- I understand that from time to time there may be revisions to the Volunteer Handbook and other Volunteer Documents. Such revisions will require the prior approval of the Operations Manager and will be communicated to volunteers.
- I have entered into this volunteer relationship with DF2FM voluntarily and acknowledge understanding of the commitments. I acknowledge that this manual is neither a contract of employment nor volunteering.
- Although some or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in provided handbook and orientation and any revisions made to it.
- By signing the Volunteer Acknowledgement, you are a) authorizing DF2FM staff and volunteers to take photos of you while working in the DF2FM office, warehouse, or at events and b) authorizing DF2FM staff and volunteers to use your likeness in the media, in publications, and in other ways as needed.
- Before you can start volunteering with Don't Forget to Feed Me, this acknowledgement and release must be signed and returned.
- The Volunteer Handbook provides volunteer guidelines for everyday operations. The guidelines may, at the discretion of the Community Outreach Coordinator, Operations Manager, or Board of Directors, be modified or changed. The handbook does not address every possible situation. If you have questions regarding a situation, guidelines or other volunteer-related comments, please contact the Community Outreach Coordinator.
- All volunteers are subject to background checks.

**I have received a copy of the above Volunteer Acknowledgement and will abide by the contents**

**Signature:**

**Date:**



## Release and Waiver of Liability

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

This Release and Waiver of Liability (the "Release") is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (DAY) (MONTH) \_\_\_\_\_ in favor of Don't Forget to Feed Me Pet Food Bank, Inc, a Texas non-profit (THE "VOLUNTEER") corporation, its directors, officers, employees, and agents.

The Volunteer desires to work as a volunteer for Don't Forget to Feed Me and to engage in the activities related to being a volunteer. The Volunteer does hereby freely, voluntarily, and without duress execute this Release under the following terms:

1. **Waiver and Release.** Volunteer does hereby release and forever discharge and hold harmless Don't Forget to Feed Me and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's work for Don't Forget to Feed Me.

Volunteer understands and acknowledges that this Release discharges Don't Forget to Feed Me from any liability or claim that the Volunteer may have against Don't Forget to Feed Me with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer's work for Don't Forget to Feed Me, whether caused by the negligence of Don't Forget to Feed Me or its officers, directors, employees, agents, volunteers, or otherwise. Volunteer also understands that, except as otherwise agreed to by Don't Forget to Feed Me in writing, Don't Forget to Feed Me does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury or illness.

2. **Medical Treatment.** Except as otherwise agreed to by Don't Forget to Feed Me in writing, Volunteer does hereby release and forever discharge and hold harmless Don't Forget to Feed Me and its successors and assigns from any and all liability or claims which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with Volunteer's work for Don't Forget to Feed Me.

3. **Assumption of Risk.** The Volunteer understands that the work for Don't Forget to Feed Me may include activities that may be hazardous to the volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from work sites. The Volunteer hereby expressly and specifically assumes the risk of injury or harm in these activities and releases Don't Forget to Feed Me from all liability for injury, illness, death, or property damage resulting from the activities the Volunteer performs on behalf of Don't Forget to Feed Me. The Volunteer has read, understood and agrees to abide by Don't Forget to Feed Me's Safety Guidelines.

4. **Insurance.** The Volunteer understands that, except as otherwise agreed to by Don't Forget to Feed Me in writing; Don't Forget to Feed Me 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. **Photographic Release.** Volunteer does hereby grant and convey unto Don't Forget to Feed Me all rights, title, and interest in any and all photographic images and video or audio recordings made by Don't Forget to Feed Me during the Volunteer's work for Don't Forget to Feed Me, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

*I certify that this information is true and accurate to the best of my knowledge, and I release and hold harmless Don't Forget to Feed Me for any inaccuracy or misrepresentation.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if under 18) \_\_\_\_\_

Emergency contact phone \_\_\_\_\_

Emergency contact name and relationship \_\_\_\_\_