





## Griffin Pond Animal Shelter Group Volunteer Application, Waiver & Social Media

If I have any health concerns that may affect my safety while volunteering at Griffin Pond Animal Shelter, which includes working with or around animals, I understand that I will need to provide any related doctor's instructions in writing.

I do hereby release the Griffin Pond Animal Shelter, its employees and Board of Directors from all liability for injuries incurred while performing volunteer services at or for the Griffin Pond Animal Shelter. I will not communicate to the public, personal opinions that might be contradictory to the beliefs of the organization. I agree to keep all personal and animal information obtained through the Griffin Pond Animal Shelter, confidential, unless used for participation in sanctioned Griffin Pond Animal Shelter programs. I understand if ever injured on Griffin Pond property, I must report every injury to a staff member and file an injury report form. I have read and agree to follow all safety rules contained in the volunteer handbook or taught during my orientation/training. I understand that failure to follow the safety rules/guidelines or to report injuries could lead to my dismissal as a volunteer. I give Griffin Pond Animal Shelter permission to use pictures taken of me while volunteering.

### Social Media Guidelines:

Griffin Pond Animal Shelter recognizes that many of its staff and volunteers use social media such as Facebook, Twitter, Instagram, etc. Use of social media becomes a problem if it:

- Interferes with a volunteer's work
- Is used to harass or discriminate against workers, volunteers or our clients
- Creates a hostile work environment
- Divulges confidential information about our business or our clients
- Harms the goodwill and reputation of GPAS

Staff and volunteers are encouraged to use social media within the following guidelines. Violation of this policy may lead to discipline up to and including the immediate termination of volunteering. If you are uncertain about the appropriateness of a social media posting, check with the volunteer manager or a GPAS manager.

- Do not post any comment or picture involving an employee, volunteer, or client of GPAS without their express consent.
- Do not post any pictures of animals who are unavailable, still on stray period, walking through the door to be surrendered, etc.
- Only share and repost photographs and descriptions from our Petfinder, Petango, and Facebook pages.
- If you post any comment about GPAS, you must clearly and conspicuously state that you are posting in your own individual capacity and that the views posted are yours alone and do not represent the views of our company.
- Unless given written consent, you may not use the GPAS logo or any company material in your posts.
- Do not link to the GPAS website or post any company material on a social media site without specific permission from a member of the GPAS leadership team.
- Don't forget that you are responsible for what you write or present on social media, you can be sued by other volunteers, employees or any individual that views your social media posts as defamatory, harassing, libelous or creating a hostile work environment.
- All company policies that regulate volunteer conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination and protecting confidential and/or proprietary information.

I have read the social media guidelines of the Griffin Pond Animal Shelter. I understand what is expected of me and will uphold these guidelines.