



Community Service Worker Rules:

If any of the rules on this sheet are not followed, you will be asked to leave the shelter (not to return) and no service hours will be awarded for that day. Additionally, a report will be provided to the courts.

1. Appropriate dress is required when working. This means no sagging, no half-shirts, no shorts above the knees, no spaghetti straps. Undergarments (underwear and bras) cannot be seen. No open-toe shoes are allowed. Belts are required if pants are baggy. All clothing must be in good repair. No holes, rips, or tears (even if you bought it that way).
2. You are required to sign in and out, and wear a safety vest while you are on Tulsa SPCA property.
3. Smoking/chewing tobacco or e-cigarettes is only allowed outside the back gate.
4. You are not allowed to show up for your work shift under the influence of any alcohol or illegal drugs that will impair your ability to work in any way. This includes over the counter medicine, drugs prescribed by a physician, or any substance of any kind that will impair your ability to work.
5. No weapons of any kind are allowed to be in your possession on Tulsa SPCA property.
6. No leaving your designated work area unless you are at lunch or leaving for the day. You are required to sign in and out when you leave your work area for lunch. If you leave without signing out, none of your time will be reported for that day.
7. You may not bring or allow any unauthorized person or animal to stay at the Tulsa SPCA with you.
8. No cell phone use while at your designated work area.
9. No swearing or insubordination (talking back to staff, volunteers, or the general public).
10. Do not jump the Tulsa SPCA gates.
11. Do not use Tulsa SPCA computers.
12. Do not enter any cage that a dog is in or the cat colony room without approval.
13. You may work up to 8 hours in a single day at the Tulsa SPCA.
14. If you are going to work for 8 hours you must take a 1-hour lunch. If you work 5+ hours you must take a 30-minute lunch break. If you work less than 5 hours you must take two 15-minute breaks.
15. When you are on break or at lunch you must go to the designated break area.
16. You are only allowed to work pre-scheduled shifts.
17. You must complete your shift as scheduled for your hours to be reported to the court.

I have read the rules and agree to comply with them.

Print Name: _____

Signature: _____

Date: _____



Volunteer Release and Waiver of Liability Form

This release and Waiver of Liability (the "Release") executed on _____, by _____ (the "Volunteer") releases TULSA SPCA (the "Nonprofit"), a 501(c)(3) nonprofit corporation organized and existing under the laws of the State of Oklahoma, and each of its directors, officers, employees and agents. The Volunteer desires to provide volunteer services without compensation for the Nonprofit and engage in activities related to serving as a volunteer.

Volunteer understands that the scope of Volunteer's relationship with the Nonprofit is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer, that the Nonprofit will not provide any benefits traditionally associated with employment to Volunteer, and that Volunteer is responsible for his/her own Insurance coverage in the event of a personal injury or illness as a result of Volunteer's services to Nonprofit.

Volunteer understands, as a volunteer of TULSA SPCA, he/she may come into physical contact with animals of unknown origin or questionable health history, and/or which have not been treated for diseases, which may be transmittable to humans or other companion animals.

Volunteer understands that by choosing to handle the animals, Volunteer may be scratched or bitten or injured as a result of being jumped on or knocked down by an animal. Volunteer agrees to report any such incidents, that come to Volunteer's attention to a supervisor at TULSA SPCA (including bites, scratches, or other injuries to Volunteer, to customers at the shelter, or to any persons handling the animals during pet visits) so that TULSA SPCA may observe the animal.

Volunteer understands that when handling the animals, Volunteer may be scratched or bitten, thus creating a risk of tetanus. Volunteer acknowledges that TULSA SPCA recommends prompt medical attention (including tetanus shots) for all animal bites, particularly puncture bites from cats, but TULSA SPCA will not reimburse Volunteer for such treatment.

- 1. Waiver and Release:** I, the Volunteer, release and forever discharge and hold harmless the Nonprofit as 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 the services I provide to the Nonprofit. I understand and acknowledge that this release discharges the nonprofit from any liability or claim that I may have against the Nonprofit with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Nonprofit or occurring while I am providing volunteer services.
- 2. Insurance:** Further, I understand that the Nonprofit does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health or disability benefits or insurance of any nature in the event of injury, illness, death or damage to my property. I expressly waive any such claim for compensation or liability on the part of the Nonprofit in the event of such injury or medical expenses incurred by me.
- 3. Medical Treatment:** I hereby Release and forever discharge the Nonprofit from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with the Nonprofit.
- 4. Assumption of Risk:** I understand the services I provide to the Nonprofit may include activities that may be hazardous to me. As a volunteer, I hereby expressly assume the risk of injury or harm from these activities and release the Nonprofit from all liability for injury, illness, death, or property damage resulting from my participation in the activities or occurring while I am providing volunteer services.

5. **Photographic and Copyright Release:** Volunteer grants and conveys to Nonprofit all right, title, and interest in any and all photographs, images, video or audio recording of Volunteer or likeness or voice made by nonprofit in connection with providing services to Nonprofit. Volunteer further grants and conveys to Nonprofit all right, title, and interest in any and all works, including but not limited to photographs, images, video, or audio recording taken and/or produced by Volunteer in connection with providing services to Nonprofit.
6. **Confidentiality Policy:** I understand that volunteers may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with TULSA SPCA to any person, including relatives, friends, and businesses and professional associates, other than to persons who have a legitimate need for such information and to whom TULSA SPCA has authorized disclosure. I further understand that confidential information shall be used solely for the purpose of performing services for TULSA SPCA. This policy is not intended to prevent disclosure where disclosure is required by law and is not intended to replace (rather is in addition to) any other confidentiality policies of Nonprofit. At the end of my term in office or upon my resignation or removal as a volunteer and/or other termination of my participation with TULSA SPCA, I will return all documents, papers and other materials, regardless of medium, which may contain or be derived from confidential information, in my possession.
7. **Other:** As a volunteer, I expressly agree that this Release is intended to be as broad and including as permitted by the laws of the State of Oklahoma and that this Release shall be governed by and interpreted in accordance with the laws of the State of Oklahoma. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Printed Name of Volunteer: _____

Signature of Volunteer: _____

If Volunteer is a Minor, Parent or Legal Guardian's Signature: _____

Relationship to Volunteer: _____

If Volunteer is a Minor, I as Parent or Legal Guardian certify that Minor's birthdate is _____ Initials: _____

If Volunteer is a Minor who is at least nine (9) years old and younger than sixteen (16) years old, I as Parent or Legal Guardian Understand and agree that I must also complete volunteer training, and remain with and supervise my child at all times. I further understand and agree that if my minor child (of the age described in the preceding sentence) volunteers as part of a group, at least one adult per four (4) minors must supervise and accompany the group (for example, a group of twelve minor volunteers must be accompanied and supervised by at least three adult volunteers).

Date: _____ Initials: _____

Proof of medical insurance provided for adult volunteer? Yes No (circle one)

Name of Carrier: _____

Proof of medical insurance provided for minor volunteer? Yes No (circle one)

Name of Carrier: _____

Name & signature of witness: _____ Date: _____

Confidentiality/Protected/Proprietary Information Policy

It is the Tulsa SPCA's policy that all employees, independent contractors and volunteers are responsible for and accountable for the integrity and protection of all business information and must take steps to protect information that has been entrusted to them.

Information originated, collected and used by Tulsa SPCA remains the property of the organization and may be considered confidential under various laws and regulations. Any record or information contained therein that is subject to the requirements of confidentiality laws and regulation is considered a "confidential record" or "confidential information" for purposes of this policy.

No employee, independent contractor, or volunteer shall disclose any confidential information, records and/or files to any outside party without written authorization from the Executive Director or his/her designee.

Confidential information may include, but is not limited to the following:

- Legal
- Financial and Vendor records
- Personnel and payroll records of current and former employees
- Donor records for both financial and gifts in-kind
- Client records
- Volunteer records
- Company systems and databases
- Electronic mail or facsimile transmissions

No employee, independent contractor, or volunteer may remove confidential information from Tulsa SPCA premises without express written authorization from the Executive Director or his/her designee.

The disclosure of confidential information to others who do not have a legal right to the information may violate the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and/or other federal and state laws.

All employees will sign a Tulsa SPCA confidentiality agreement upon hire. Any employee who misuses or otherwise improperly discloses confidential information will be subjected to negative employment action, up to and including termination.

All independent contractors and volunteers will sign a Tulsa SPCA confidentiality agreement at the time a relationship begins. Any independent contractor or volunteer who misuses or otherwise improperly discloses confidential information will be subject to appropriate, negative action, up to and including termination of the relationship.



Confidentiality Agreement

As a condition of my at-will employment and/or involvement in another capacity at Tulsa SPCA, I acknowledge Tulsa SPCA's policy that all employees, independent contractors and volunteers are responsible and accountable for the integrity and protection of all business information and must take steps to protect information that has been entrusted to them.

I agree that information originated, collected and used by Tulsa SPCA remains the property of the organization and may be considered confidential under various laws and regulations. Any record or information contained therein that is subject to the requirements of confidentiality laws and regulations is considered a "confidential record" or "confidential information" for purposes of this policy.

Confidential information may include but is not limited to the following:

- Legal
- Financial and vendor records
- Personnel and payroll records of current and former employees
- Donor records for both financial and gifts in-kind
- Client records
- Volunteer records
- Company systems and databases
- Electronic mail or facsimile transmissions

I will not, nor will I knowingly permit any other employee, contractor, or volunteer of Tulsa SPCA to disclose any confidential information, records and/or files to any outside party without written authorization of the Executive Director or his/her designee.

I understand that any employee who misuses or otherwise improperly discloses confidential information will be subject to negative employment action, up to and including termination.

Any independent contractor or volunteer who misuses or otherwise improperly discloses confidential information will be subject to appropriate, negative action, up to and including termination of the relationship.

Upon cessation of my employment and/or any other type of relationship for any reason, I agree to abide by the terms of this agreement and further agree that Tulsa SPCA may obtain an injunction, without bond, to remedy its violation or anticipated violation.

Printed Name: _____

Signature: _____

Date: _____



Social Media Policy and Agreement

When using social media, I am mindful that my post become part of the worldwide electronic domain. Therefore, adherence to the Tulsa SPCA Media Policy is required in my personal use of social media.

I understand that as an employee or volunteer of Tulsa SPCA I may express myself on social media sites to the degree that my speech does not negatively affect the public perception of the organization or impede the performance of duties.

I will not post, transmit, or otherwise disseminate any confidential information. I acknowledge if I become aware of or have knowledge of a posting or of any website or web page in violation of the provision of this policy I will notify my supervisor (or a staff member in the case of volunteers) immediately for follow-up action.

Staff and volunteers posting and/or otherwise sharing pictures of our adoptable pets alone or with the staff member of volunteer is acceptable. Posting pictures of animals with adopters or potential adopters without written authorization from the Executive Director is prohibited. Using pictures of Tulsa SPCA animals to raise money in the name of the Tulsa SPCA is not acceptable. Using pictures of Tulsa SPCA animals to try and encourage people to donate is okay as long as it is clearly stated that this is a personal effort, not sanctioned by the Tulsa SPCA. However, in other to be sure the cause is something needed by the Tulsa SPCA, it is strongly recommended that approval be obtained.

Clarification on appropriate postings, if needed, shall be directed to the Executive Director. This section also applies to Tulsa SPCA sponsored social media sites.

Printed name: _____

Signature: _____

Date: _____