

**Please read and sign the following Volunteer Agreement.**

I have agreed to support the non-profit and tax exempt purposes of Dogs for Diabetics, Inc. (D4D), by helping and assisting with various activities in furtherance of the mission of D4D, and agree as follows:

I am undertaking these activities on an entirely voluntary basis, and I acknowledge I will receive neither financial compensation nor guarantee of placement of service dog for any services that I may perform for D4D. I agree to abide by all instructions, guidelines, policies and procedures presented to me by D4D staff or supervisory volunteers, whether in written documents or other means.

I understand that I am not authorized to represent D4D in any official capacity (i.e., in the news media, at public events or in the general public) without prior permission.

I agree to arrive on time for assigned volunteer work. In the event of an emergency or prior urgent commitment, I agree to give 24-hour notice to the Volunteer Services Manager. I understand that if I arrive for my work shift under the influence of alcohol or illegal drugs, or if I engage in any disruptive or inappropriate behavior, I will be asked to leave the premises and be terminated as a D4D volunteer. No personal use of donated items or D4D property is permitted without D4D’s prior approval. I agree to return to all items owned or provided by D4D, including all originals and copies of documents and electronic data, to D4D promptly upon termination of my volunteer services. D4D may at any time monitor and audit my use of its information systems, and I agree that I have no reasonable expectation of privacy with respect to my use of those systems.

If in the course of my activities for D4D, I receive or have access to information in any form that is of a secret, confidential or private nature with respect to D4D, its business, services, employees, clients or suppliers, I agree I will not, unless authorized in writing by D4D, disclose in any way (including over the Internet) to any unauthorized persons, or use for any unauthorized purposes, any such information at any time. I understand this is not intended to protect information already in the public domain or information that is demonstrated to have been developed independently.

D4D has my permission and the perpetual right (without prior notification or compensation of money, services or goods to me) to use, reproduce, display, broadcast, publish and distribute any and all photos or videos taken of me to promote D4D or to publicize any event. I understand and agree that all prints, film and negatives of such photos and videos are the sole property of D4D.

While D4D is concerned with the safety and well-being of its volunteers, I acknowledge that my activities for D4D may involve dealing with animals, using equipment, driving vehicles and other potentially hazardous activities, and that I am solely responsible for exercising caution and good judgment. I understand and voluntarily assume all risks of injury, loss or harm associated with these activities. On behalf of myself and anyone claiming by, through or under me, I forever release and discharge D4D and its agents, officers and employees from, and I forever waive, any and all claims, causes of action and liabilities of any kind in connection with any such injuries, loss or harm.

I authorize D4D to seek emergency medical treatment for me in case of injury, accident or illness. In the event that I do not wish D4D to seek emergency treatment for me, I can request a waiver of emergency treatment form. I understand that, in the event that I am injured or contract any illness while acting as an unpaid D4D volunteer, I am not covered by D4D’s worker’s compensation insurance or any other D4D employee benefit.

If I fail to abide by the terms of this agreement, I understand that I will be terminated as a D4D volunteer. I also understand that I may at any time be removed from my position as a volunteer at the sole discretion of the Volunteer Services Manager or any other D4D employee.

Name of Volunteer: Date: (Please print)

Signature: Date:

Parental Signature Date: (Required if participant is under 18 years old)



**Tetanus Waiver**

Dogs4Diabetics feels it is important for all staff and volunteers to be current on their tetanus vaccinations, particularly if they will be handling animals. If a member of the staff or volunteer has questions about the tetanus vaccination he or she is encouraged to consult a physician, at his or her own expense, to decide whether or not to be vaccinated against tetanus.

I have read, understand and agree to the above. Furthermore, I release Dogs for Diabetics from all responsibility that may occur because of my not being vaccinated against tetanus. I understand that whatever decision I make regarding a tetanus vaccination is my own decision and is made at my own risk.

Please print name:

Signature:

Date:



The following extract from Dogs for Diabetics, Inc. (D4D) Policy and Procedures Manual is provided for your information.

# Code of Conduct Section 125

D4D has been established to fulfill a mission that aids and uplifts the community through the training and development of dogs to assist persons with a potentially life threatening disease. In performing these tasks, D4D is committed to operate with high ethical standards, comply with laws and regulations and avoid any real or perceived conflicts of interest. Additionally, D4D will also work to provide safeguards to its staff, volunteers and dogs, to assure a safe, productive and positive experience in its training activities and other associations. Of special importance, D4D is committed to provide a safe and uplifting environment to all youth associated with the organization, either as placement candidates, volunteers or family members of foster care or volunteers. The following principles have been listed to provide guidance to all staff, volunteers and program participants:

# General Standards

1. D4D will consider applicants for its medical alert dogs regardless of race, sex, religion, national origin or any other categories protected by law. 2. D4D expects all persons to conduct themselves in a professional manner and to treat others with respect, fairness and dignity. D4D will not tolerate harassment or discrimination in behavior, comments, e-mail or other messaging that contributes to an intimidating or offensive environment. . 3. D4D aims to provide a safe experience to all, avoiding injury and illness due to factors within its control. Staff and volunteers should be aware of any situations that may be harmful to others, and work to resolve any situations that meet these objectives. 4. D4D will provide an environment free of Alcohol and Illegal Drugs. We expect staff and volunteers to avoid using or being under the influence of alcohol, and to not use, possess, sell, provide or be under the influence of illegal drugs, while working in any capacity at D4D activities. An exception is allowed for the consumption of alcohol during non-business D4D social events. 5. D4D will protect and safeguard in prudent fashion, the assets and resources donated for its use. This will include its dogs, cash, equipment and any other items provided for its use in fulfilling its mission. Each of these resources will be managed with prudent controls and oversight. 6. D4D staff and personnel will interact with donors, sponsors and other program suppliers in a fashion that avoids the appearance or intent of any unethical or compromising practice in their communications, actions or relationship. 7. D4D staff will avoid actions that create the appearance or actual conflict of personal and organizational interests. 8. D4D staff will demonstrate loyalty to the organization by following the lawful instructions of management, using reasonable care and granted authority. 9. D4D staff and volunteers will handle confidential and proprietary information with due care and consideration of ethical and legal requirements.

# Standards for working with Youth (below the age of 18)

1. Any staff, volunteer, parent or other person with a history of any behavior that would indicate any potential inappropriateness for interaction with youth may not interact directly with youth in an

instructional, advisory or supervisory capacity. 2. All youth must be supervised by a qualified adult. 3. Youth will not supervise other youth, without a qualified adult present.

4. Youth should not be worked with in private settings with a single D4D adult staff member or volunteer. A parent, guardian or other adult should be present with the D4D staff member or volunteer and the youth. 5. D4D will not permit or tolerate any inappropriate behavior towards any youth volunteer, placement candidate or family member, including: a. Any type of sexual activity b. Abusive, harassing, intimidating, offensive or coercive language or behavior c. Or the advocacy of any of the above. 6. D4D will consider the presence of very young children or infants, incapable youth handlers and nonfamily children in the home, in foster care, day care or permanent placement decisions. 7. D4D dogs may not reside within a home containing a person that D4D staff determines presents a danger to the dog, or may be endangered by the presence of a dog.

# Standards of Dress and Demeanor

1. Dress should be appropriate to the activity being performed. Training of dogs and volunteers will generally provide for casual dress, including jeans, shorts and T-shirts. Halter tops, or provocative clothing of any type are not appropriate. 2. Appearances to groups in order to promote D4D and demonstrate the skills of its dogs, should generally incorporate business casual dress. D4D logo’d shirts are appropriate for both training and public appearances. 3. All inter-personal actions and communications, including language used in training and public appearance should be appropriate to the circumstances and reflect positively on D4D, its staff and volunteers.

# Policy for Reporting of Adverse Incidents or Complaints

The following policy is in place regarding the reporting of any adverse incidents or complaints:

1. Any adverse incidents or complaints, involving staff, volunteers, placement candidates, graduates or other members of the public will be reviewed by a committee of D4D senior management for evaluation and resolution. 2. The incident or complaint should be reported in writing to the Executive Director. If the complaint involves the Executive Director, the complaint may be reported to another officer of the corporation, such as the President, Vice President, Treasurer or Chairman of the Board of Directors. 3. A record of each incident or complaint will be maintained and summaries provided to the Board of Directors on a periodic basis.

# Acknowledgement:

I have read the Code of Conduct and the Policy for the Reporting of Adverse Incidents or Complaints and agree to abide by the standards that have been established.

Name of Volunteer: Date: (Please print)

Signature: Date: