

GOLDEN RE-TRIEVER RESCUE

BUSINESS CONDUCT GUIDELINES

OUR MISSION:

Golden Re-Triever Rescue of New Jersey (GRRI-NJ) is a non-profit organization staffed exclusively by un-paid, concerned Golden Retriever owners and breeders who have joined together for a common purpose — to find permanent loving homes for homeless, abandoned, neglected, abused and unwanted purebred Golden Retrievers.

PERSONAL CONDUCT

GRRI-NJ's reputation for integrity and business ethics should never be taken for granted. To maintain that reputation, all of our volunteers must follow our Business Conduct Guidelines and exercise good judgment in their decisions and actions. Our organization's reputation and integrity are in their hands.

Likewise, we should respect the personal dignity, privacy, and rights of each individual member. We need to work together as a unified team, remembering our sole focus is what is best for the dog.

Should the Board of Directors of GRRI-NJ find that any member's conduct adversely affects the reputation of the organization as a whole, or any of its volunteers, that member shall be subject to disciplinary measures, including dismissal.

ENVIRONMENT

GRRI-NJ maintains an environment that is free of discrimination or harassment based on race, color, religion, sex, sexual orientation, age, national origin, or disability. GRRI-NJ will not tolerate any sexual advances, actions, or comments or racial or religious slurs, jokes or any other comments or conduct that creates, encourages, or permits an offensive or intimidating environment. This applies to both group communications and one-on-one communications that contain rescue content. Other unacceptable behaviors include threats, violent behavior, use of obscenities and personal slander.

If you believe you are the subject of such conduct, you should notify the Board of Directors with substantiated proof so that your complaint may be investigated. Any volunteer who has been found to have engaged in such behavior will be subject to disciplinary action or dismissal from rescue.

INDIVIDUAL PRIVACY AND INTERNAL COMMUNICATIONS SYSTEMS

All volunteer membership listings are for internal-use only and should not be distributed to anyone outside of our organization. No volunteers home address, telephone number or email address should be given to anyone without first obtaining their approval to release such information.

The URL and pass codes for our volunteer website, and any distribution lists on said website, are for internal use only, and should not be released to anyone outside of our organization.

Any volunteer who has been found to have violated the privacy of an individual or our organization will be subject to disciplinary action or dismissal from rescue.

PROPRIETARY INFORMATION

All information on GRRI-NJ adoption applications, adoption interviews, and intake profile documents and database contents are confidential. This information should not be divulged to anyone who does not have a direct need-to-know for this information.

All documentation must be kept in a secure location. This applies to both internal volunteer data as well as adoption files and data on the internet.

REQUESTS FOR INFORMATION AND CONTACT FROM THE PRESS

Any requests for information from the press/media should be directed to the Board of Directors. You should not initiate contact with any media without the authorization of the Board.

REPORTING AND RECORDING INFORMATION

You must report and record all information accurately and honestly. This includes information gathered from surrendering dog owners (intake), adoption applicants (interview process), and disclosure of information about an accepted intake dog to potential adopters (intake).

EXPENSE REIMBURSEMENT

Volunteers are entitled to reimbursement of approved expenses — but only if those approved expenses were incurred. Supporting documentation must be submitted to the Treasurer with an explanation for the expense. Any submission of false expenses is dishonest and disciplinary action may be taken, including dismissal.

COMPLIANCE WITH BUSINESS CONDUCT GUIDELINES

All active volunteers will be asked to review the Business Conduct Guidelines and certify that they have done so on an annual basis. This certification must be submitted at the time the Volunteer Application is submitted and will be filed with said application. Refusal to sign the certification will result in the revocation of the active member status and involvement in the rescue process.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration of Golden Re-Triever Rescue, Inc. (GRRI-NJ) providing the opportunity to serve as a volunteer for the organization, the undersigned does/do hereby release, remise and forever discharge, indemnify and agree to HOLD HARMLESS WAIVE, DISCHARGE, and COVENANT NOT TO SUE Golden Re-Triever Rescue, Inc. (GRRI-NJ), their officers, board of directors, volunteers and members, herein after referred to as RELEASEES, from any claim, demand or cause of action whether now in existence, or hereafter arising for any loss of personal property, injury or death, arising out of resulting from, caused by or contributed to in whole or in any part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of GRRI-NJ, its officers, board of directors, volunteers and members.

We recognize and acknowledge that certain risks of harm are or may be inherent in the various activities involved in serving as a rescue volunteer and that GRRI-NJ cannot control all of these risks. We are aware that some animals can pose dangers to people and other animals. Such dangers may include, by way of example and not limitation, animals that can bite, trip, knock down, and fight. Additionally, indoor and outdoor surfaces can become slippery, equipment can trip other persons may fail to control their dogs. Activities involving dogs may result in injury or damage to property.

It is my/our express intent that this Release and Hold Harmless Agreement shall bind the members of my/our family if I/we are alive, and my heirs, assigns and personal representative, if I/we are not alive. It shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above named RELEASEES. I/we hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of New Jersey and New York.

I/WE UNDERSTAND THAT GRRI-NJ WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH ANY INJURY THAT I/WE MAY SUSTAIN.

IN SIGNING THIS RELEASE, I/we ACKNOWLEDGE AND REPRESENT THAT I/we have read the foregoing Waiver of Liability, Hold Harmless Agreement, understand it and sign it voluntarily as my/our own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I/we am at least eighteen (18) years of age and fully competent or, if I/we are under eighteen (18) years of age, my parent or legal guardian's approval and signature has been obtained; and I/we execute this Release for full, adequate, and complete consideration fully intending to be bound by the same.

Every adult who resides in your home must sign and print below.

Signed this _____ (day) of _____ (month) _____ (year)

Signature: _____ Date: _____

Name Printed: _____

Signature: _____ Date: _____

Name Printed: _____

Signature: _____ Date: _____

Name Printed: _____

Signature: _____ Date: _____

Name Printed: _____