



### Personal Consent and Release

I grant the Corporation for National and Community Service (the "Corporation"), its assigns, designees, licensees and agents the IRREVOCABLE, PERPETUAL, ROYALTY-FREE, NON-EXCLUSIVE, WORLDWIDE right to record and use my name, biographical information, picture, portrait, photograph, video footage, voice, words, music (including words and/or lyrics), and audio (hereinafter the "Content") in all forms and in all media now in existence or developed in the future and in all manners, to include promotional efforts, dissemination to publishers and/or media outlets, or for any other lawful purposes.

I waive any claims I may have against the Corporation, its assigns, designees, licensees and agents based on any usage of the Content or works derived therefrom, including, but not limited to, claims for defamation, invasion of privacy, or right of publicity. I waive any right to inspect or approve the use of the Content, including written copy that may be created and appear in connection therewith.

I further agree that I am not entitled to and will not receive any compensation for use of the Content or works derived therefrom and that the Corporation is the sole owner of rights in the Content. I further release and absolve the Corporation, its assigns, designees, licensees and agents from any liability resulting from any use of the content or works derived therefrom. It is expressly agreed that the Corporation is under no obligation to use the Content for any purpose whatsoever.

I attest that I am at least eighteen (18) years old, competent to sign this release and have the right to grant these permissions. I have read this release and am fully aware of its contents. I agree that this release shall bind me, my legal representatives, heirs, and assigns.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I am signing on behalf of a minor, \_\_\_\_\_ (printed name of minor), and certify that I am the parent or guardian of the minor and agree to the consents and waivers, according to the paragraphs above, on behalf of this person.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Relationship to Minor

*For office use only*

Project \_\_\_\_\_

Producer \_\_\_\_\_ Signature \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

## **LGC Media Release Agreement**

### **Use of Social Media**

Local Government Commission respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn.

However, to protect Organization interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Except for work-related posts, employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with LGC equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions LGC and also expresses either a political opinion or an opinion regarding the LGC's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the LGC's position. This is necessary to preserve the LGC's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. LGC policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

Local Government Commission encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any

questions should review the guidelines above and/or consult with their supervisor or the Executive Director. Failure to follow these guidelines may result in discipline, up to and including discharge.

### **Confidential Company Information**

During the course of work, an employee may become aware of confidential information about Local Government Commission's business, including but not limited to information regarding Organization finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers, and knowledge, skills and abilities of personnel. An employee also may become aware of similar confidential information belonging to the Organization's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Organization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

### **Conflict of Interest and Business Ethics**

It is Local Government Commission's policy that all employees avoid any conflict between their personal interests and those of the Organization. The purpose of this policy is to ensure that the Organization's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Organization.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Organization, by any employee who is in a position to directly or indirectly influence either the Organization's decision to do business, or the terms upon which business would be done with such organization;

- 2.holding any interest in an organization that competes with the Organization
- 3.being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Organization or which competes with the Organization and/or
- 4.profitting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Organization.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Organization.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_