

Peaceful Valley Donkey Rescue Code Of Conduct

Why do we have a code of conduct?

The purpose of this Code of Conduct (the Code) is to let you know the standards of conduct and business ethics we expect from employees, trustees, and volunteers of Peaceful Valley Donkey Rescue (PVDR).

If you violate any portion of the Code, or you let someone else violate the Code, or you fail to report someone violating the code, you will be subject to disciplinary action and in extreme cases you will be fired.

The Code applies to immediate family and in-laws as it relates to PVDR business. While we know you may not be able to control or influence what they do, it is the responsibility of trustees, volunteers and employees to fully disclose any matter that would violate the Code.

This Code of Conduct isn't designed to cover every possible situation. It does, however, clearly lay out the principles and ethics we expect from PVDR employees, volunteers, and trustees. You are responsible for reading and understanding everything in this document. If you have questions please contact the Fraud and Risk committee for clarification.

Communications.

We expect all communications to be accurate and complete. This includes phone calls, emails, voicemail, Facebook, Twitter, and any other way of communicating we end up using.

Only the Executive Director and certain Trustees are authorized to publicly communicate information about the operations and business conditions of PVDR. When they do so their communications must be complete, fair, accurate, and timely.

Communications with the press are only to be done by the Executive Director or by employees with prior authorization from the Executive Director.

Confidential Information.

Certain information is confidential and is never to be communicated to anyone outside of PVDR. This includes but is not limited to:

- Undisclosed financial information related to the operation of the rescue.

PVDR-Code of Conduct

- Employee salary information.
- Donor names and their contribution amounts. The Executive Director may, at their discretion, disclose the names and donation levels of donors if they have documentation ensuring that the donor will allow them to do so. Donor lists may only be used for PVDR-related business.

Playing Fair.

We treat our donors, fellow employees, volunteers, suppliers, contractors, trustees, and anyone else we do business with fairly. We do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresenting the truth, or any other unfair practice.

Conflicts of Interest.

A conflict of interest occurs when your private interests interfere or appear to interfere with the interests of PVDR. Employees, volunteers, and Trustees may not conduct PVDR business when there is a conflict of interest. Specifically:

1. Employees, volunteers, and Trustees may not do business with any individual, company, or organization in which they have a financial interest. This includes individuals, companies, or organizations in which your friends or relatives have an interest.
2. There may be times when it is in the best interest of PVDR to do business with someone you are related to or are friends with. In those cases employees must:
 - a. Get authorization from the Executive Director before entering into any business arrangement
 - b. Ensure that PVDR is receiving competitive pricing and competitive products/services

Gifts.

PVDR employees, volunteers, and Trustees may receive gifts of nominal value (less than \$20) from vendors and contractors. Gifts of greater value must be declined, returned, and reported to the Executive Director.

Electronic Mail and Internet Use.

All electronic mail, Internet and Intranet facilities provided by PVDR are the property of PVDR and are to be used primarily for business purposes. Limited personal use of electronic media is acceptable, as in the case of personal telephone calls, but only when used responsibly and when the privilege is not abused.

- You should not expect anything you do on a PVDR computer to be private.
- You should not expect any emails using your PVDR email address to be private.
- PVDR reserves the right to monitor, review and disclose your emails.

PVDR-Code of Conduct

Additionally, you may not use PVDR computers or your PVDR email address for viewing porn, sending hate mail, participating in political discussions or any other non-PVDR business (with the exceptions noted above).

Use of PVDR Assets.

PVDR assets (for example vehicles, trailers, and computers) are to be used for PVDR business and may not be used for personal business. This includes:

1. Using PVDR assets (trucks, trailers, computers, etc.) for side jobs, side businesses, or any other non-rescue related activity.
2. Running personal errands with PVDR vehicles. It is permissible to combine personal errands with PVDR-related errands as long as the personal errands are reasonable and do not make up the majority of the trip.

AFFIRMATIVE STATEMENT REGARDING THE CODE OF CONDUCT AND ETHICS

This certifies that I have read and understand PVDR's Code of Conduct (the "Code"). Except as disclosed below on this Affirmative Statement, my immediate family, my in-laws and I have not breached the Code. I am not aware of any violation of the Code by anyone else.

I agree to comply with the Code and conduct the activities of PVDR in keeping with highest ethical standards and to comply with international, federal, state, and local laws applicable to PVDR's activities.

As an officer or employee, I understand that failure to comply with the Code shall lead to disciplinary action, which may include reprimand, termination of my employment and/or the reduction of compensation or demotion.

As a Trustee, committee member or volunteer, I understand that failure to comply with the Code shall lead to disciplinary action by PVDR's Board of Trustees, which may include immediate relinquishment of duties and possibly legal action.

I have disclosed below all financial or other relationships with suppliers, agencies or competitors of PVDR that I am aware of in which I, my immediate family or my in-laws are involved.

Date Signature

Printed Name

PVDR-Code of Conduct

Disclosures: (Please use this section to disclose any potential conflicts of interest or violations of the Code. Use additional sheets of paper if necessary.)