



Friends of the New Haven Animal Shelter Code of Conduct

Mission:

Founded over 20 years ago, Friends of the New Haven Animal Shelter, Inc., is a volunteer organization dedicated to helping the animals at The Robin I. Kroogman New Haven Animal Shelter find responsible, loving homes. We incorporated and became an official 501(c)(3) charity in 2001.

Our primary goal is to make sure that the animals at our shelter receive the most compassionate care possible. The volunteer group exists for two basic reasons. First, to help the cats and dogs in the shelter maintain contact with people so they'll become more adoptable, and second, to give people a chance to make a difference.

Code of Conduct:

I will:

- Support the mission, goals and efforts of Friends of the New Haven Animal Shelter (FOTNHAS) with a positive, helpful attitude.
- Treat shelter staff, volunteers and visitors with respect, courtesy and cooperation.
- Treat all animals with kindness, respect and patience.
- Exercise caution and common sense when dealing with shelter animals.
- Not engage in any unacceptable behavior as a FOTNHAS volunteer. Unacceptable behavior includes, but is not limited to, engaging in rude behavior towards others, or using verbal, written, physical or visual means to harass any individual associated or doing business with FOTNHAS or the shelter.
- Observe all volunteer, safety, and security policies and procedures towards any person or shelter animal when performing volunteer duties. Report violations of policies or procedures to FOTNHAS Executive Board and/or Shelter Staff. In the case of a significant safety issue, act immediately.
- Respect the abilities and accomplishments of fellow volunteers. If an improvement is suggested, please do so in a kind and helpful manner without denigrating the efforts of other volunteers. All suggestions for improvement are welcome at our monthly volunteer meetings or by contacting the FOTNHAS Executive Board.
- Represent FOTNHAS in a polite and professional manner at all times, especially to the public. Reserve criticism of shelter and FOTNHAS for internal discussion.
- Not accept or seek any financial advantage or gain as a result of my affiliation with FOTNHAS.
- Not operate or act in a manner that creates a conflict with the interests of FOTNHAS and any organization in which you have a personal, business or financial interest. You must disclose such conflict of interest to the FOTNHAS Executive Board upon becoming aware of the conflict. You may participate in discussion regarding any matters involving your conflict of interest but refrain from voting.
- Understand that FOTNHAS reserves the right to redirect or re-evaluate a volunteer's capabilities. Concerns about a volunteer's performance should be brought to the FOTNHAS Executive Board and/or Shelter Staff.
- Not display the following behaviors which will lead to immediate loss of volunteer status:
 - Theft or misuse of FOTNHAS or shelter property or funds
 - Negligent or intentional destruction of FOTNHAS or shelter property
 - Being under the influence of alcohol or illegal drugs when volunteering
 - Any behavior that puts any person or shelter animal at a safety risk



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Code of Conduct Agreement:

I, _____, certify that I have read and understood the FOTNHAS Code of Conduct detailed above and agree to comply with the code. I understand that if I do not adhere to the Code of Conduct set forth above, I may lose my volunteer status, and that active volunteer status is “at will” and may be terminated at any time by FOTNHAS in consultation with the Officer in Charge. I acknowledge FOTNHAS reserves the right to change its code of conduct and/or volunteer policies at any time. I understand that these changes will be conveyed to our group email list, and that it is my responsibility to apprise myself of and to follow the current code of conduct and volunteer policies.

Disclosure of Current or Potential Conflicts:

I affirm that, except that listed below, I have no personal, business or financial interest or affiliation with any organization that may have interest that conflicts with, or appears to conflict with, the best interests of FOTNHAS:

Future Conflicts:

I also agree, during my time of active volunteer status with FOTNHAS to report promptly to the FOTNHAS Executive Board any future situation that involves, or might appear to involve me in any conflict between my outside interest and the best interest of FOTNHAS.

Print Name

Sign Name

Date