

Code of Ethics and Conduct Policy

Cats' Lives Are Worth Saving (CLAWS) Cat Rescue

Cats' Lives Are Worth Saving, hereby known as CLAWS, has adopted the following policies regarding any and all CLAWS representatives including but not limited to Volunteers, Independent Rescuers and Fosters, hereby known as representatives.

These policies outline the Code of Ethics and Conduct for all persons volunteering their service to CLAWS. It covers your behavior as a representative of the CLAWS community, in any forum, mailing list, public meeting, event or private correspondence.

If you cannot agree to all parts of these policies, then volunteering for CLAWS is not for you.

Accepting or submitting for the role offered assumes acceptance of these policies:

CLAWS Code of Ethics

PURPOSE

To provide overall guidance and direction to anyone engaged or involved in the efforts and mission of CLAWS.

LIABILITY

Representatives are expected to understand the risks associated with CLAWS and hereby waive any claims against, indemnify, and hold harmless CLAWS, its respective members, sponsors, representatives, fosters, independent rescuers and volunteers from any and all liability, including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from involvement with the CLAWS organization.

POLICIES

Representatives shall know, understand, and support CLAWS' mission, vision, core values, purpose and goals and become familiar with and follow CLAWS policies, procedures, guidelines, and the Code of Ethics and Conduct while acting on behalf of CLAWS.

DISCRIMINATION

CLAWS is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography, or age.

Representatives are expected to adhere to these same standards in the course of their duties.

REPRESENTING CLAWS

Representatives are asked to NOT contact organizations or individuals on behalf of CLAWS unless the Board of Directors gives them express direction to do so.

Representatives are authorized to act as specifically indicated within their job descriptions.

CONFIDENTIALITY

Representatives are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a CLAWS representative, whether this information involves a single volunteer, client, other person, or CLAWS business.

Failure to maintain confidentiality may result in termination of the representative's relationship with CLAWS.

OWNERSHIP ISSUES

Upon submission, donations made by or obtained by CLAWS representatives on behalf of CLAWS becomes the property of CLAWS and any material produced by representatives for CLAWS, including graphics materials, web page designs, narratives, research, etc., becomes the property of CLAWS.

Representatives may be recognized for their contributions as appropriate.

CONTACTING

CLAWS representatives will not share contact or other personal information about CLAWS representatives, donors or applicants without the express consent of all parties involved.

SERVICE AT THE DISCRETION OF THE ORGANIZATION

CLAWS accepts the service of all representatives with the understanding that such service is at the sole discretion of the organization. Representatives agree that CLAWS may at any time, for whatever reason, decide to terminate the representative relationship with the organization.

ENDING YOUR REPRESENTATIVE ROLE

If you choose to remove yourself from our list of active representatives, we would appreciate notification in person, by phone, or via e-mail

CLAWS Code of Conduct

Representatives shall represent CLAWS with professionalism, dignity and pride, and be responsible for being courteous, respectful, and with being a positive role model. Display respect and courtesy for other CLAWS representatives, event participants, visitors, applicants and CLAWS property.

Representatives shall provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.

Representatives shall follow through and complete accepted tasks.

Be honest with regards to what you say and what you can realistically commit to.

Representatives shall be available.

Check your e-mails, texts and voice mails regularly, and answer them promptly even if it's "I'll get back to you".

Representatives shall keep CLAWS informed of progress, concerns and problems within the program(s) in which the representatives participate.

Representatives shall keep personal opinions and actions separate from those made as a representative of this organization.

When making decisions concerning CLAWS, you must do so based only on the best interests of CLAWS. If you have a situation that might constitute or lead to a conflict of interest or might be perceived as a conflict of interest, notify the Board of Directors immediately

Representatives shall ask for help, when unsure. Nobody knows everything and nobody is expected to be perfect. Asking questions avoids many problems down the road and so questions are encouraged. Those who are asked should be responsive and helpful.

Representatives do NOT use vulgar or inappropriate language.

Representatives do NOT solicit gratuities, gifts or bequests for personal or professional benefit.

Representatives do NOT use or be under the influence of illegal drugs.

Representatives are expected to use common sense in consumption of alcohol, tobacco & vape at CLAWS events in moderation; board members reserve the right to tell anyone to leave said events for any reason.

Representatives avoid conduct, both on and off duty that would jeopardize the organizations effectiveness.

Representatives are to respect and follow CLAWS' policies, Code of Ethics and Conduct and program expectations.