

Operation Wildlife

Code of Ethics and professional Conduct

Preamble

Professional conduct defines interactions between and among Operation Wildlife (OWL) volunteers, those contracting OWL's educational services, other wildlife organizations, and the general public. The responsibility for professional conduct rests with each individual volunteer.

Definition

"Volunteer", when used in this document, includes coordinators, subpermittees, interns and volunteers.

General Rules of Conduct

Volunteers are to abide by all applicable laws and regulations.

Volunteers are to abide by all OWL policies and guidelines.

Concern for the welfare of the animals takes first priority. Volunteers should be alert to any potentially dangerous conditions at the facilities and possible hazards while education animals are out.

Honesty is paramount. Volunteers are to be honest in their behavior and dealings with others, avoiding even the appearance of less than honest behavior.

Volunteers are to respect other volunteers, the director, the coordinators, clients, suppliers, and the general public. Any criticism should be towards ideas, not people.

Volunteers shall never engage in harassment or discrimination of others.

Volunteers should show integrity by following through on commitments and being on time in person and with deliverables.

Volunteers should dress appropriately for the occasion and use appropriate language. While almost anything is appropriate for cleaning and feeding at the main facility, representing OWL before the general public requires that the attire be nice and clean.

OWL Internal Rules of Conduct

Volunteers are to keep up to date on policies and practices of OWL.

Volunteers are to work independently only in those areas and on those activities in which they are trained, working in other areas only under the direction and supervision of the Director, a coordinator, or a trained volunteer.

Volunteers should help provide a safe work environment for all the animals, other volunteers, and themselves by avoiding the use of alcohol or drugs while in volunteer service to OWL.

OWL has many valued assets. Volunteers should safeguard and conserve these assets, never wasting them or using them for personal gain.

OWL business is to remain OWL business. While general discussions about the work at OWL are encouraged, confidential owl business should not be shared with others. It is the responsibility of the Director or coordinator to designate proprietary information.

OWL External Rules of Conduct

Volunteers are to officially represent OWL only as approved by the Director or her designee. Any requests for speakers at meetings, shows, etc., must be cleared in advance.

When doing shows and exhibits, designated volunteers are to agree upon individual duties in advance. One person should be designated as spokesperson with the client.

Volunteers should never accept improper gifts for loans for personal gain. Low cost thank you items in appreciation of shows or exhibits are permitted, as are giveaway items available to the public. Any fees paid or contributions made to a volunteer for any program or service as the result of contact through OWL or the use of any OWL resources or assets in its preparation are the property of OWL.

Violations of the Code of Ethics and Professional Conduct

It is the responsibility of each volunteer to both abide by this code of ethics and professional conduct and to report violations of this code by other.

Because judgment is required in the application of some of the rules, opinions may vary among volunteers as to what might be a violation. Differences are to be resolved by the Director or appropriate coordinator. A simple reminder from a volunteer to the offending volunteer for an occasional inadvertent or unintended violation is appropriate.

Any volunteer who observes serious or continued disregard for these rules is to report the violation(s) to the Director or appropriate coordinator for resolution.

Any volunteer who violates the Code of Conduct Policy may be dismissed from Operations WildLife. Dismissal due to egregious violation of the code of conduct is the sole determination of the Director of Operation WildLife.

I attest and verify that I have read and agree to abide by the Operation WildLife Code of Ethics and Professional Conduct.

Participant Name

Participant Signature

Date: _____