



Code of Conduct

Mission Statement

Happy Tails' mission is to help sick, injured, abandoned and unwanted animals within the limits of our available resources; to seek suitable homes for animals without owners and to reunite lost animals with their owners; and to educate the community in the humane treatment of animals and to prevent cruelty that may be inflicted upon them.

Happy Tails accomplishes its mission by practicing humane capacity of care, adoption-driven capacity, and guidelines for standards of care in animal shelters with adequate resources. Our practices are founded on the Five Freedoms, an internationally recognized compact of rights for animals under human control.

Our practices help to ensure successful, long-term adoptions for suitable animals.

We seek to promote a human understanding of all animals by influencing the public perception of animals through education and example. We seek the active financial support of the public to assist in accomplishing these undertakings, ensuring that the funds received are utilized and maximized to the overall benefit of the animals. We educate the public about resources that reduce shelter intake.

Policy

It is the policy of the Happy Tails Humane Society that all employees, contractors and volunteers behave in a manner consistent with the aims and values of the Society. The purpose of this policy is to define Happy Tails' expectations regarding behavior, standards and conduct of employees, contractors and volunteers while in the execution of their duties for Happy Tails Humane Society.

Workplace Health and Safety

Happy Tails Humane Society is firmly committed to the provision of a safe and healthy environment for its employees, volunteers, contractors and the public. The Society recognizes that this commitment will only be achieved with positive leadership, the provision of necessary resources and continued pursuit of best practices in occupational health and safety. The Society expects every member of its community to accept personal responsibility for promoting the safety and well-being of themselves and those involved in, or affected by, the Society's activities.

Equal Employment Opportunities and Non-discrimination

Happy Tails Humane Society is committed to being an equal opportunity employer and will not discriminate on the grounds of sex (including pregnancy and childbirth), marital status, political beliefs, religious beliefs, color, race, ethnicity or national origins (including nationality and citizenship), disability, age, employment status, family status or sexual orientation.

Workplace Bullying and Intimidation

Happy Tails Humane Society does not tolerate the bullying of employee(s), contractor(s), volunteer(s) or third parties. The Society defines "bullying" as repeated, deliberate and targeted conduct by a person towards another (or others) that is offensive, intimidating or humiliating and which detrimentally affects that person's well-being.

Workplace Culture Agreement

All employees, contractors, and volunteers are expected to follow and hold each other accountable to the workplace culture agreement.

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Code of Conduct (continued)

Sexual Harassment

Happy Tails Humane Society does not tolerate the sexual harassment of employee(s), contractor(s), volunteer(s) or third parties. The Society deems sexual harassment to be any act that consists of any physical or verbal sexual behavior that is unwelcome, uninvited and unwarranted.

Privacy and Confidentiality

Happy Tails Humane Society is committed to protecting the privacy of all employees, volunteers and the public from whom we gather information in normal daily interactions with the Society. All personal information supplied to the Society must be treated in accordance with the shelter's policies.

Reporting of Society Information

Happy Tails Humane Society is proactive and takes all possible precautions when reporting Society information, to ensure timely and accurate information is available for all members and stakeholders of the organization.

Protecting Society Funds and Other Assets

Happy Tails takes appropriate steps to protect the Society's funds and other assets and ensure their proper and efficient use. The Society's assets are used solely in the execution of Society business.

Computer Data and Security

The Society takes all practical precautions in the storage of computer data and the security of this information.

Conflicts of Interest

Employees must avoid any activity that could compromise, or appear to compromise, their judgment or objectivity in the performance of their duties with the Society. It is critical that they conduct their employment or voluntary activities objectively. This ability is compromised if they have personal interests or obligations that conflict or compete with the legitimate business interests of the Society.

It is equally important to avoid the appearance of conflicts of interest, where a reasonable observer might assume there is a conflict of interest, and therefore a loss of objectivity in the employee's dealings on behalf of the Society.

Employees must not use any of the Society's property, information or position, or opportunities arising from these for personal gain.

The Society will enter into relationships with parties required to assist in the pursuit of the Society's goals, such as sellers, suppliers, contractors, and other third parties. Agreements with these parties will be of a fair manner with a reasonable compensation to these parties for services / goods received. The Society will accept, when appropriate, pro-bono services.

Relationships with the Public

The Society recovers costs in the form of adoption and intake fees to assist in the continuation of the Society's work. Potential adopters are made aware of any adoption and associated fees prior to agreement to adopt the animal and be aware of any outstanding medical or behavioral issues they will need to address.

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Code of Conduct (continued)

Environmental Protection

The Society promotes a clean, safe and healthy environment for employees, contractors and volunteers of the Society and wider community. The Society is committed to exceeding minimum environmental standards where practicable and within the organization's financial constraints. The commitment to environmental responsibility involves concerns for both natural and developed environments, and for the effective, economic and environmentally efficient use of resources.

Dealing with the Media

Communications on behalf of the Society with the media must be made only by specifically designated representatives. The President and/or his designee is authorized to speak on all aspects of the Society other than governance. Governance queries shall be directed to the President only.

Inquiries through social media that conflict with the shelter's privacy and confidentiality policies will be directed to call the Adoption Center.

Adoptions

The Adoption Center processes applications with the best interests of the animals in mind. Happy Tails Humane Society reserves the right to decline any application for any reason. When an application is declined, the applicant will be notified of the reason and what he or she can do to be approved in the future.