



I. PURPOSE

The purpose of the Code of Ethics is to provide a set of guidelines for upholding ethical practices and behaviours and ensuring the highest level of integrity in relationships among volunteers, and between volunteers and the employees of Old Friends Canada, and between volunteers, employees and the public.

II. SCOPE OF APPLICATION

Consistent with the Bylaws of Old Friends Canada, acceptance and adherence to the Code of Ethics is a requirement for continued participation with Old Friends Canada as either an employee or a volunteer.

III. TENETS

A. Individual Conduct

The conduct of by volunteers and employees must reflect Old Friends Canada's high standards for ethical behaviour including fairness, openness, honesty, integrity, equality, and dignity and are respectful of the opinions of others. Volunteers and employees are also expected to be positive and active ambassadors for Old Friends Canada in the community.

C. Relations Among Volunteers and Employees

Volunteers and employees must treat each other professionally and respectfully, recognizing the right of employees and volunteers to a workplace free from harassment and discrimination. While respecting that there are many differing viewpoints within the animal welfare spectrum, volunteers and employees must strive to engage in an open, respectful, and collaborative manner with each other and members of the public. They are expected to seek clarity of intention and mutual understanding by engaging in direct, respectful communication, with sensitivity to and tolerance of differing perspectives, ideas, and opinions. The conduct and language of either employees or volunteers when engaged in matters related to Old



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Friends Canada must be in keeping with fostering a respectful workplace and free from any discrimination or harassment prohibited by the Human Rights Code.

D. Relations with Management

Volunteers and employees understand, respect and abide by the governance structure of Old Friends Canada which is overseen by a Board of Directors. Volunteers and employees understand, respect and abide by the operational structure of Old Friends Canada, which is overseen by the Executive Director who is responsible for supervising all volunteers and employees.

E. Communications

Only the Executive Director or Board Chair may speak on behalf of the Board, and only the Executive Director or Board Chair may speak on behalf of Old Friends Canada. A volunteer or employee shall not speak or make representations on behalf of the Board or Old Friends Canada.

IV. BREACH OF CODE OF ETHICS

Integrity, honesty, and trust are essential elements of Old Friends Canada's success. Any volunteer or employee who breaches this Code of Ethics is subject to sanction, which may include, but is not limited to, termination of their role with Old Friends Canada.