

WORLD LEAGUE FOR THE PROTECTION OF ANIMALS

Code of Conduct

Purpose & Scope:

To ensure that all association members, committee members, employees, contractors and volunteers of The World League for Protection of Animals Inc (WLPA) behave appropriately and practise standards of professional and personal conduct that are consistent with WLPA's values and uphold the public reputation of the organisation.

WLPA may amend or vary this Code of Conduct from time to time.

Policy:

WLPA requires these standards of acceptable conduct and interpersonal behaviour of all association members, committee members, employees, contractors and volunteers in the performance of their duties and interactions in the workplace. This required standard of acceptable conduct and behaviours supports WLPA's ability to maintain trust and confidence in the services provided.

The Code is not intended to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead it provides a broad framework that will help guide behaviour in the performance of your duties and interactions in the workplace so that the workplace is safe and productive for all participants. All committee members, employees, contractors and volunteers are required to sign this document agreeing to be bound by this Code of Conduct.

Personal Responsibility:

It is acknowledged that working with animals in need, who are maltreated, injured or have died is distressing at times and constitutes emotional labour. The plight of animals leads to passionate and diverse perspectives among participants who may have different ideas about the best interests of the animal or the best response to the species in a predicament. Despite this distress and differences of opinion, it is important that you understand your responsibilities to maintain professionalism at all times under this Code:

- This Code of Conduct forms part of your work arrangement with WLPA and it is mandatory that you comply with the Code at all times.
- You are personally responsible for your own conduct
- You are personally responsible for reporting known, suspected or witnessed breaches of this Code to either the Coordinator, Vice President or President in person or in writing for resolution
- You are asked to model the required behaviours and standards identified in the Code of Conduct so that a positive workplace prevails.

Our Standards:

Fundamental to our operations, WLPA has the following standards, which you must adopt at all times:

- We act with integrity and honesty at all times, demonstrating the very highest ethical and community standards.
- We comply with the letter and the spirit of all laws and regulations that apply to us.
- We respect confidentiality and will not misuse any information that has been entrusted to us.
- We respect and are courteous to all individuals, respecting their culture, beliefs and backgrounds accepting them for who they are.
- We work as a team, respecting each other and the general public seeking WLPA services dealing fairly, honestly and equitably with each other.
- We respect WLPA and will work to the best of our ability to maintain its high reputation, image, treating its assets, resources and property with care and so as to minimise waste and using our working time wisely and productively.
- WLPA has zero tolerance to bullying which is the persistent misuse of power to demean and cause others harm physically, socially or psychologically.
- Participants of WLPA have a right not to serve clients, customers, members of the public who are offensive, bullying, harassing, stalking or misusing the resources of WLPA in accordance with relevant policies and procedures.
- WLPA strives for a culture of cooperation where we each perform duties with efficiency ensuring a collegial environment of inclusion especially for newcomers.

Giving and acceptance of Gifts:

All donations are to be reported to the Management Committee in routine staff reports and gifts from the public whether intended for staff or the association (for example at Christmas), are to be given to the association for the enjoyment and recognition of volunteers.

Use of Information:

We respect confidentiality and will not misuse any information that has been entrusted to us. All committee members, employees, contractors and volunteers must:

- Respect that information / data collected by WLPA or on behalf of WLPA belongs to WLPA
- Protect confidential personal information (e.g., personal health information of participants, student assessments, contact information of adopters, donors, volunteers, members)
- Only access confidential information when it is required for work purposes
- Not use confidential information for any unofficial or non-work purposes
- Only release confidential information if authorised to do so

- Protect and safeguard the records of the association

Only approved personnel are permitted to release confidential information and employees should not disclose confidential information unless:

- Required to do so by Law
- Appropriate authority has been granted to release the information
- The information is officially available to the public and is released in accordance with WLPA procedures.

We will respect confidential information belonging to others and any failure to do so will be treated as misconduct.

Use of WLPA Resources and Funds:

WLPA equipment, resources and facilities may be provided to support a committee member, employee, contractor or volunteer to perform their duties. These resources are to be used:

- Effectively, economically and carefully and
- For the benefit of WLPA and the animals served by WLPA

WLPA will treat any submission of a fraudulent expense claim as serious misconduct.

Social media platforms of WLPA will only be used by personnel with specific authority for such use and will not be used to express political or personal views of the user, but only promote the campaigns and agreed Position Statements of WLPA on any issue.

What constitutes improper conduct?

Examples of behaviours that are unacceptable include but are not limited to:

- Continually communicating in a loud or offensive manner;
- Rude insulting behaviour;
- Persistent sarcastic behaviour;
- Excluding others because they are not yet vegan or vegetarian
- Talking down about others when they are not present;
- Making innuendoes and unfactual negative claims about others;
- Unwarranted criticism of others and their work;
- Behaviour that endangers the safety and wellbeing of others and animals; and
- Repeatedly failing to take instruction and comply with legal, industrial or administrative requirements.

Uncertain about how to Act?

We recognise that there will be circumstances where it will be difficult to know what to do. No Code of Conduct can cover any possible action.

When faced with a difficult question or situation, you should, after consulting this Code of Conduct and any relevant policies or procedures, ask yourself these questions:

- Is my action the right thing to do?
- Is my interaction with others polite, respectful and fair?
- Would my decision or action bring damage to the reputation to WLPA's brand if it generally became public?

Breaches of the Code:

Where it is established that someone has breached the Code of Conduct, they will be subject to disciplinary action to be determined by the Disciplinary Committee.

Breaching this policy is viewed as serious by WLPA and may result in formal counselling and / or training and for repeated breaches, may result in the termination of employment, volunteer work or membership.

Implementation:

This Code of Conduct will be effective from the 1 July 2022. It will not be implemented retrospectively and past transgressions may be addressed by apology to those who may have been party to any breach you feel you may have done in the past.

Acknowledgement

I hereby confirm that I have read this Code of Conduct and agree to be bound by it.

Signature _____

Position _____

Name _____

Date _____