



POLICY

Title of Policy	Code of Conduct
Policy Number	1.1
Category	General
Approval Body	Board of Directors
Approval/Effective Date	September 2024
Proposed Date of Review	September 2029

CONTEXT AND PURPOSE

This Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behavior for all board members and volunteers with Meant 2B Loved Pet Rescue Society (“the Society”). By adhering to this Code, we foster a positive, inclusive, and respectful work environment that aligns with our core values and organizational objectives.

SCOPE

This policy applies to all volunteers with Meant 2B Loved Pet Rescue society, regardless of their position or location.

Contractors, temporary volunteers, and anyone presenting themselves as a representative of the society are also expected to adhere to this code while working for or on behalf of the society.

DEFINITIONS

Member: Any member of Meant 2B Loved Pet Rescue Society’s Board of Directors, volunteers, or employees.

POLICY STATEMENTS

Meant 2B Loved Pet Rescue Society board members, volunteers, and employees are expected to always conduct themselves in a professional manner. This includes:

- treating colleagues, pet owners, potential pet owners, fosters, etc., with respect;
- punctuality when taking part in events;
- reliability;
- and commitment to delivering high-quality work.

Volunteers shall also obey all applicable local, provincial, and federal laws, while acting on behalf of the Society, including all laws and regulations that govern appropriate conduct in the workplace.

Harassment, discrimination, or any form of bullying will not be tolerated and may result in discipline or removal from your board, volunteer, or employee position.

A. RESPECT & INCLUSION

A.1. We value diversity and are committed to fostering an inclusive environment where all board members, volunteers, and employees feel valued and respected.

B. CONFIDENTIALITY

B.1 Volunteers must respect the confidentiality of sensitive information they come across in the course of their volunteer duties. This includes but is not limited to:

- pet owner, foster, or adopter data;
- sensitive information about surrenders;
- medical conditions (except when being disclosed to potential adopters), etc.

Any unauthorized disclosure or use of confidential information is strictly prohibited.

C. CONFLICT OF INTEREST

C.1. Volunteers, board members, and employees should avoid situations that create a conflict of interest between their personal interests and that of the Society. If a conflict arises, the volunteer must disclose it to a board member as soon as possible. In the event a board member has a conflict, they should inform the remaining board members.

D. INTEGRITY & ETHICS

D.1. Volunteers are expected to act with integrity and uphold the highest ethical standards in all professional interactions.

D.2. Meant 2B Loved Pet Rescue Society's priority is domestic animals in need and that must always remain at the forefront.

E. TECHNOLOGY & SOCIAL MEDIA

E. 1 Meant 2B Loved's electronic communications channels, including email and social media, must be used responsibly and in accordance with the rescue's standard operating procedures. Confidential information must not be shared online or through social media platforms.

E. 2 Volunteers with Meant 2B Loved Pet Rescue Society must not engage in any online behaviour that could harm the reputation of the Society, including but not limited to:

- Engaging in confrontations on social media. If you are commenting via your own account, it is expected you will make it clear you are doing so on your own and are not representing M2BL's views.
- Disclosing details of the Society's operations, finances, etc.
- Disparaging Meant 2B Loved Pet Rescue Society and/or other organizations involved in animal rescue in any way.

F. CONFLICT RESOLUTION

F. 1 Any conflicts between volunteers, board members, and or between the board and a volunteer should be resolved in a professional and respectful manner. F. 2

Physical, verbal and/or emotional abuse will not be tolerated.

G. REPUTATION MANAGEMENT

G. 1 All members of the Meant 2B Loved Pet Rescue team deserve to be treated with respect.

G. 2 If a volunteer or employee has concerns with a Board decision or directive while a member of the society, they must discuss it internally with at least one member of the Board and not on social media, through gossip, etc.

H. REPORTING MECHANISMS

- H. 1 Volunteers and/or employees are encouraged to report any unethical behavior or violations of this Policy to a board member.
- H. 2 Meant 2B Loved Pet Rescue Society is committed to protecting the anonymity and safety of those who report misconduct.
- H. 3 By adhering to this Policy, volunteers and employees contribute to the success and reputation of Meant 2B Loved Pet Rescue.

I. BOARD OVERSIGHT

- I. 1 Meant 2B Loved Pet Rescue Society volunteers and employees work under the direction of the Board of Directors.
- I. 2 The Board of Directors must be informed of the activities taking place in Meant 2B Loved's name.
- I. 3 Events, procedure changes, etc., must be approved by the board prior to implementation.
- I. 4 If only a portion of the board is made aware of an activity, change in procedure, etc., which is unknown to other board members, the informed members must notify the remaining board members as soon as possible.

RELATED POLICIES AND SUPPORTING DOCUMENTS

Policy 1.3 Safe Disclosure
Policy 1.4 Complaints Policy
Policy 1.5 Social Media Policy
Policy 1.7 Communications Policy
Policy 2.2 Principles of Financial Conduct
Policy 4.8.2 Abuse and Violence in the Workplace
Policy 4.8.6 Discrimination, Bullying and Harassment
Policy 4.8.10 Investigations

This Code of Conduct (herein referred to as the Policy) is intended to supplement and not replace the Societies Act. The Act applies to non-profit societies including Meant 2B Loved Pet Rescue Society. The purpose of the Policy is to facilitate disclosure and investigation of serious matters of alleged wrongdoing in or related to the public service and to protect persons who make disclosures. In the case of jurisdiction, the requirements of the Act supersede or take precedence over any conflicts between the requirements of the Act and the Policy.

