



ARF CODE OF CONDUCT

1. Introduction

ARF's goal is to "save and improve the lives of dogs in and surrounding regions." In working toward this goal, ARF

- provides financial and organisational support to facilitate the rescue and re homing of unwanted dogs.
- establishes and develops productive relationships and communication networks with
 - other rescue organisations in the region and nationally, and,
 - local government pounds and councils to facilitate the release of dogs.
- educates the community on issues affecting the welfare of dogs and dog owners on the principles of responsible dog ownership.

The ARF Committee is committed to ethical conduct in providing the best possible service to the community. This policy has been developed to provide an ethical framework for all Committee Members and Volunteers.

This policy applies to the Committee and Volunteers.

The purpose of this document is to identify ARF's position on ethics and proper practice and to document the standards expected in providing a service to the community.

2. ARF Values

ARF:

- a) is a voluntary, not for profit association working for the benefit of the broader community and dog owners by saving and improving the lives of dogs in and surrounding regions.
- b) considers good governance a vital part of how the organisation operates, as well as its ability to meet all necessary standards of accountability and transparency required by its stakeholders including its legislative obligations as an incorporated association.
- c) promotes the highest ethical standards in its dealings with internal and external stakeholders including the community.
- d) provides a reasonable opportunity to all financial members to communicate their suggestions regarding the operational efficiency of the association to its officers through established processes.
- e) provides a reasonable opportunity to the broader community and other external stakeholders to communicate with the association through its website via electronic

telecommunication and in writing via post.

- f) abides by its legal obligations and promotes transparency, integrity and honesty with regard to all its activities both in the personal conduct of its members and through the establishment of clear operational processes and guidelines.

3. ARF Code of Conduct for all members

An ARF member must:

- a) behave honestly and with integrity in their interactions with individuals internal to the organisation and its external stakeholders. This includes refraining from engaging in any behaviour which amounts to harassment, either in person, via electronic media (eg email, txt messages, Volunteers' Library or facebook).
- b) read, understand and act within the policy guidelines and regulations of the association, and, if needed, consult and seek advice on the interpretation and application of policy guidelines and regulations from designated members of the association.
- c) when dealing with other members of the association or external stakeholders including members of the public, treat everyone with respect and courtesy.
- d) in their dealings with and/or on behalf of the association abide by all relevant Federal, State and Territory laws.
- e) maintain appropriate confidentiality when dealing with information provided to or from the association, including protection of individual privacy and issues of a sensitive nature (see Communication Policy).
- f) disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent).
- g) must use ARF resources in accordance with the association's rules, policy guidelines and processes and in keeping with ARF's stated interests and goals.
- h) at all times behave in a way that preserves the values, integrity and good reputation of the association.

4. Code of Conduct for ARF members in their capacity as foster carers.

Foster carer must abide by the Code of Conduct for all ARF Members, as well as:

- a) abide by relevant legislation regarding companion animals with special regard to ACT and NSW legislation.
- b) house animals in care and their own animals under sanitary conditions which meet or exceed all minimum standards as defined by local health and sanitation authorities.
- c) provide clean, comfortable and weatherproof accommodation, and appropriate food and clean water for all animals in my care, as well as appropriate opportunities for exercise, stimulation, training and companionship
- d) take all care to minimise disturbance to neighbours.
- e) be honest with regard to any health/temperament issues of foster dogs when dealing with potential adopters.
- f) maintain appropriate confidentiality and refrain from making improper use of inside information including disclosing private information received from potential adopters, engaging in negative speculation about potential adopters or other ARF members in person, or via electronic media.

- g) follow appropriate procedures regarding any concerns with potential adopters eg speak with the mentor or Rescue Subcommittee Chair (whether they are enquiring about their own foster dog or someone else's).
- h) respect the privacy and rights of new owners once a dog has been adopted by accepting that the adoption process means the foster carer has relinquished any right to reclaim the dog.
- i) accept responsibility for re- homing a foster dog if returned within the three week 'cooling off' period.
- j) behave professionally and courteously when following up on how a dog is settling into its new home taking care not to be intrusive.
- k) respond to enquiries from potential adopters in a polite, professional and timely manner.
- l) assess the suitability of potential adopters, applying ARF's principles of adoption for adequate care of a dog, in a rational and inclusive manner accepting that there are a variety of different but also suitable homes. This means valuing the differences and diversity of potential adopters.