



INTRODUCTION

The following Code of Conduct (“the Code”) is designed to allow Mission Rabies to preserve its integrity and credibility with the public and within the charity. This Code applies to all Mission Rabies employees.

THE CODE

Service

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation. 2. Promote the mission and objectives of Mission Rabies in all dealings with the public on behalf of the charity and within Mission Rabies. 3. Provide a positive and valued experience for those receiving service within and outside Mission Rabies.

ACCOUNT

1. Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of Mission Rabies. 2. Comply with both the letter and the spirit of any training or orientation provided to you by Mission Rabies in connection with those responsibilities. 3. Adhere to the policies and procedures of Mission Rabies. 4. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

CONFLICT OF INTEREST

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

CONFIDENTIALITY

Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, Mission Rabies business documents, and all volunteer, employee, membership, donor and supporter records.



PERSONAL OR SEXUAL HARASSMENT

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of a sexual nature on an employment or career development. Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual, which is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate workrelated purpose. Mission Rabies has a zero tolerance policy with respect to Personal/Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for immediate dismissal for just cause without notice or pay in lieu of notice.