

Angels Among Us Pet Rescue Code of Conduct and Social Media Policy

Angels Among Us Pet Rescue (AAUPR) relies heavily upon the efforts of our many volunteers, in addition to our staff and board members, to carry out the mission and vision of the organization. AAUPR asks all volunteers, staff, and board members to adhere to the highest standard of conduct and professionalism so that we may continue to maintain our reputation as a premier animal welfare rescue organization. Feel free to express yourself about matters related to the values, mission, and functions of AAUPR's rescue work. Our staff, founders, and board members welcome your input.

I, as an employee, foster, volunteer, or board member of AAUPR, will:

- Represent AAUPR in a polite and professional manner at all times. I will conduct myself in a courteous manner such that my behavior brings credit to the image of our rescue and animal rescue in general.
- Will not operate or act in any manner that is contrary to the best interests of AAUPR or that reflects poorly on the organization.
- Keep the best interests of the animals in mind and serve as their advocate.
- Support the mission, goals, strategies, programs, and/or leadership of AAUPR.
- Treat all AAUPR staff, donors, fosters, volunteers, applicants, adopters, and animals with respect and kindness at all times and shall not engage in any unacceptable behavior. I understand that unacceptable behavior includes, but is not limited to, displaying discourtesy, engaging in rude behavior, using profanity, using unprofessional grammar, engaging in insubordination, and/or harassing any individual associated or doing business with AAUPR. This is particularly important at any AAUPR events, and I commit to remaining positive at all times and ensuring that any concerns or issues with other AAUPR staff, volunteers, or board members are addressed solely through the escalation process described within this document and not in public or at events.
- Not publicly use any AAUPR affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of AAUPR and without the express written permission of AAUPR.
- Be positive and creative in my efforts to resolve issues and/or concerns and follow the proper escalation process to address questions or concerns not resolved through my program coordinator/lead/supervisor.
- Keep confidential, refrain from disclosing to others, and use only in the performance of my duties all confidential information of AAUPR that I develop or learn about during the course of my association with AAUPR.
- Never use AAUPR property, information or opportunities for personal gain.
- Acknowledge that any AAUPR property, vehicles, equipment, computer network(s) or other AAUPR resources that may be made available to me will be used only in the performance of my work for AAUPR, and I agree to properly care for such items while they are in my custody or control; I agree to return such items upon my leaving AAUPR for any reason.
- Be attentive to my volunteer duties, including communicating with AAUPR personnel and volunteers on a timely basis and giving timely notice to AAUPR of any delay or inability to complete an activity or duty.
- Not to discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or any other protected category.
- Not be impaired by alcohol while involved in any activity related to AAUPR. I agree and understand that the consumption of alcohol while serving as a volunteer or staff member at an AAUPR event is prohibited (this does not apply to individuals attending, not working, an AAUPR event at which alcohol is being served).
- Agree that I am prohibited from being under the influence of, or impaired by, the illegal use of drugs or use of intoxicants, or the misuse of legal medications, when involved in any activity related to AAUPR. Smoking is prohibited at all AAUPR events unless a smoking area is designated, and no smoking should occur around animals at any event.

Social Media

Social Media has become the go-to channel for staying informed of AAUPR rescue activities. While I am encouraged to positively engage in the use of social media in my duties, I understand that I am not at liberty to and will not represent AAUPR without permission. When posting comments to Facebook or other social media sites, I will use good judgment. I recognize that what I write may be read by an AAUPR representative, volunteer, or member of the public, and positive comments are always best.

Escalation Process

AAUPR is committed to hearing the voices of our staff and volunteers related to suggestions for improvement as well as concerns. As an AAUPR staff, volunteer, or board member, I recognize that my voice is important to the life-saving work we do. I commit that I will report any policy violations or immediate concerns that come to my attention to my Team Lead. In the event that the issue is not resolved or I am unable to reach my Team Lead in a timely manner, the next level of escalation would be the Staff Director responsible for my team. If the issue continues to be unresolved, the next step is to contact the Executive Director and then the AAUPR Board of Directors. Additionally, I am supported in contacting the AAUPR Founders, as they also value my opinion.

Acknowledgment

I understand that by receiving this Code of Conduct and continuing in my capacity as an employee, volunteer, and/or board member, I am agreeing to comply with all provisions contained in this document. Further, I understand that failing to observe the above agreements could result in my dismissal and that I can be removed at any time at the discretion of AAUPR Management and/or the Board of Directors.