

## **CODE OF CONDUCT FOR SAFCC VOLUNTEERS 3-21-16**

This Code of Conduct was written to provide guidelines for SAFCC volunteers. As a non-profit organization, we exist on the public's perception and our reputation. People before us have worked very hard to establish our good name within the community and we know current volunteers would not want to do anything to tarnish that. These guidelines also serve to protect you, our valued volunteers.

### **REPRESENTING SAFCC IN PUBLIC**

Whenever you wear the SAFCC t-shirt you are representing the organization. Please keep this in mind whether you are at an event, trapping, or wearing it to help advertise for us. Your behavior will reflect on the organization. When wearing our t-shirt you are serving as an ambassador for SAFCC and our mission.

### **TRAPPING ON PRIVATE PROPERTY**

1. Permission must be granted from the homeowner or property manager. Whenever possible, talk with the person by phone beforehand to plan the project.
2. Be respectful at all times. Leave the area as you found it. Close & latch all gates.
3. We strongly advise you NOT to enter the home. This is to protect you from unwanted accusations and possible legal trouble.
4. Keep conversations on a professional level, focused on the job at hand.
5. If at any time you feel uncomfortable about the surroundings or what is being said, excuse yourself and report what happened to a Board member. Your safety and well-being are important to us.
6. If you are trapping alone at night, make sure someone knows where you are or you have left a note where you were going.

### **FEEDING**

1. Permission must be given to feed on private property.
2. Over-feeding or dumping large amounts of food on the ground does more harm than help. This draws unwelcome human attention, as well as ants and other wildlife.

### **LITERATURE**

1. We appreciate volunteers sharing our literature in support of our cause. Please be aware of public posting rules. It's against the law to put anything in or on someone's mailbox.

### **PAYMENT & REIMBURSEMENT**

1. SAFCC is advertised and promoted as an all-volunteer organization. Therefore, volunteers who are doing anything on behalf of the organization cannot accept payment. Exceptions to this are:
  - a. A volunteer trapping for someone by request can accept the spay/neuter fees that will be paid to the clinic.
  - b. Volunteers are allowed to accept reimbursement for expenses incurred. This can include gas money and cat food used for bait or recovery. \*\*

## **DONATIONS**

Donations for our volunteer work are certainly appreciated! Checks should be made out to SAFCC and mailed to our address: P O Box 692308 SA TX 78269-2308. Receiving cash is discouraged: for the same reason - to prevent a discrepancy in said amount donated. Checks allow the donor to receive a thank you letter to use for tax purposes. Donations can also be made online via our website.

## **IMMUNITY**

A volunteer serving as a direct service volunteer of a charitable organization is immune from civil liability for any act or omission resulting in death, damage or injury if the volunteer was acting in the course and scope of his or her duties or functions within the organization, but with an additional requirement that the volunteer be acting in good faith.\*\*

## **HIRED TRAPPERS**

1. We get requests from people who would like to hire someone to do the TNR work for them. We have a list of veteran trappers who follow SAFCC protocols regarding TNR. The terms of a contracted trapping job are between the trapper and the contractor.
2. In these situations, SAFCC is not liable and the trapper will not wear the SAFCC t-shirt.
3. SAFCC volunteers cannot solicit for paid work while volunteering for SAFCC.

## **COMPLAINTS**

Complaints about SAFCC volunteers resulting from volunteer activities will be brought to the volunteer's attention immediately, as well as the Executive Board of SAFCC. Failure to comply with this Code of Conduct could result in limited volunteer involvement.

\*\* source: Am I Liable, Responsibilities and Liabilities in Texas Nonprofit Organizations by Glen A. Yale, 1997

Definitions from above book:

Volunteer – A person rendering services for or on behalf of a charitable organization who does not receive compensation in excess of reimbursement for expenses incurred.

Good faith – An honest, conscientious pursuit of activities and purposes that the charitable organization is organized and operated to provide.

Accountability

It's important to the reputation of the organization for volunteers to show up on time, follow through with the volunteer job, and to ask questions if anything is not clear.