



**Campus Cat Coalition, Inc.**

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### Volunteer Code of Conduct

To help CCC achieve its mission, we ask all our volunteers to abide by the following:

Volunteers must exercise a **duty of care** to act in a reasonable and informed manner in the course of performing volunteer services, by:

- acting in the best interests of the organization, and not in their own personal interests
- treating all animals, people, and property with respect and courtesy
- being on time for scheduled assignments
- carrying out volunteer duties promptly and reliably
- immediately reporting any problems or incidents regarding animals or volunteers by informing the appropriate program coordinator volunteer, or in the event there is no coordinator, a member of the CCC Board of Directors
- refraining from using alcohol or prescription/other drugs that may affect volunteer's ability to safely perform duties for CCC, unless otherwise necessitated by physician's orders to treat an existing medical condition

Volunteers must exercise a **duty of loyalty** in supporting the mission and purposes of CCC by:

- following CCC's policies, procedures, and safety protocols.
- maintaining the dignity and integrity of CCC to the public.
- following instructions and requests from CCC managers.
- not making any written or verbal statements, or encouraging others to make any written or verbal statements, that defame or disparage the personal or business reputation, practices, or conduct of CCC, its directors, officers, employees, or volunteers, including but not limited to, the news media, news agencies, partners, adopters, prospective adopters, or to the community and public on the Internet, including social media.
- not disclosing any confidential information regarding CCC or volunteers that is gained in the course of performing volunteer services.

*I have read, accept, and agree to this Volunteer Code of Conduct, and fully understand and agree that if I do not follow or breach the terms of the Code of Conduct, I agree to rectify or remedy the situation in accordance with CCC's policies to the extent possible, and/or my position as a Volunteer may be terminated at CCC's sole discretion.*

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_