



# **Animal Welfare League of Alexandria**

## **Code of Ethics**

The AWLA has set high standards for the organization as a whole. Over the years we believe we have become an outstanding organization in the field of animal sheltering and animal welfare. In order to ensure that this high standard is maintained, the AWLA seeks to employ outstanding staff members as well, whose goals parallel those of the AWLA, and who are bound by a code of ethics. All new employees are asked to sign this document, affirming their commitment to the AWLA's Code of Ethics. Employees will be asked to reaffirm their commitment to the AWLA's Code of Ethics each year, by signing a copy of the Code of Ethics.

- I will not discriminate against or refuse professional services to anyone on the basis of race, color, creed age, sex, religion, national origin or ancestry, citizenship, mental or physical handicap or disability, marital or familial status, sexual orientation, or veteran status.
- I will not use my professional relationship to further my own interests.
- I will evidence a genuine interest in all persons and animals served, and do hereby dedicate myself to their best interests.
- I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service.
- I will maintain confidentiality when storing or disposing of client records.
- I will maintain a professional attitude which upholds confidentiality towards individuals served, co-workers, applicants and the AWLA.
- I will respect the rights and views of my co-workers, and treat them with fairness, courtesy and good faith.
- I will not exploit the trust of the public or my co-workers. I will make every effort to avoid relationships that could impair my professional judgment.
- I will not engage in or condone any form of harassment or discrimination.
- I will accurately represent my education, training, experience and competencies as they relate to my profession.
- I will correct, when possible, misleading or inaccurate information and representations made by others concerning my qualifications or services.
- I will not permit fellow staff members to present themselves as competent or perform services

beyond their training and/or level of experience.

- I will respect the personal (not job-related or job-affecting) confidences of my co-workers.
- When I replace a colleague or am replaced, I will act with consideration for the interest, character and reputation of the other professional.
- I will extend respect and cooperation to my co-workers.
- If I have the responsibility for employing and evaluating staff performance, I will do so in a responsible, fair, considerate and equitable manner.
- If I know that a co-worker has violated ethical standards, I will either bring this to directly to my co-worker's attention, or to the attention of a supervisor.
- If serving as a supervisor, I will make certain that the qualifications of persons I supervise are honestly represented.
- I will abide by the AWLA's policies related to public statements.
- I have total commitment to provide the highest quality of service to those who seek my professional assistance.
- I will continually assess my personal strengths, limitations, biases and effectiveness.
- I will strive to become and remain proficient in professional practice and the performance of professional functions.
- I will treat animals humanely, and with care and compassion.
- I will treat animals with respect and dignity in my personal and professional life.
- I will act in accordance with standards of professional integrity.
- I will not advise on problems outside the bounds of my competence.
- I will seek assistance for any problem that impairs my performance.
- I understand that a signed copy of this code will remain in my personnel file, and that violation of this code may be grounds for dismissal.

By my signature below, I affirm my commitment to the AWLA's Code of Ethics.

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Employee Signature

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Date

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Printed Name of Employee