



DOBERMAN ASSISTANCE, RESCUE & EDUCATION, INC.

www.dobe.net

Serving MD, DC, VA and parts of WVA

P.O. Box 5531, Arlington, VA 22205

STATEMENT OF VALUES/CODE OF CONDUCT/ETHICS/GUIDELINES

1.0 Introduction:

1.1 It is difficult in any written document to cover every situation in which an ethical problem might arise. This guideline, therefore, is a guide to the policies, practices, and restrictions most often impacted by the performance of our volunteer work. High standards of volunteer conduct are critical to the maintenance of public confidence and support of DAR&E's mission.

1.2 Each one of us is responsible for our own actions. In all of our dealings with each other, owners giving up Dobermans, shelters releasing Dobermans, as well as the new owners of DAR&E Dobermans, it is essential that we conduct ourselves honorably, conforming to the DAR&E policy restrictions placed upon us and making our decisions in the framework of honesty, integrity, dignity, and loyalty.

1.3 If you need amplification or clarification on matters of ethical conduct, or if you would like information on something not covered, do not hesitate to ask. Start with your DAR&E volunteer coordinator, who will either provide you with an answer or direct you to someone who can help you.

2.0 Ethics:

2.1 DAR&E provides volunteers with electronic communication services through Groups.yahoo. This enables us to create and maintain an environment for open and timely communications. The Yahoo site provides volunteers with a mechanism for the exchange of ideas and information. You should use care and good judgment when posting items to, or responding to items posted on Yahoo. You will be held personally responsible for using good judgment. This communication capability is provided for the conduct of DAR&E business, the performance of volunteer-related duties, training, and education.

2.2 The DAR&E Yahoo site was established to improve file management, improve and expedite information, calendar scheduling, and most importantly, to protect the confidentiality of discussions by DAR&E volunteers. Any action counter to this, undermines the trust shared among all the volunteers who choose to respect the confidentiality of those who post, and it weakens the fabric of an organization of volunteers who rely upon one another to accomplish rescue efforts second to none.

2.3 Some points of etiquette to keep in mind: there is no substitute for common courtesy. Do not send demeaning, harassing, or threatening messages. Statements that are damaging to other individuals or organizations, that are made without regard for truth, or that are malicious in nature, can result in the volunteer being held personally liable. In the event that a volunteer has negative, inflammatory or potentially defamatory information about an individual or organization, present your statements to the board of directors only. Extend courtesy to all the participants of the DAR&E Yahoo to request permission from the originator if you wish to send his/her particular post outside the confines of the DAR&E yahoo site.

2.4 It is prohibited to post any obscene, inflammatory, libelous, defamatory or derogatory messages on any DAR&E yahoo group list. To do so may result in immediate volunteer status termination. The board will make this determination and take action accordingly. You agree to hold harmless, indemnify, and defend DAR&E from all claims, damages, costs and attorneys fees that DAR&E or its board officers may incur or found liable to pay as a consequence of any post you make to any DAR&E yahoo group list.

Volunteer's Initials: _____



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3.0 Proprietary Information:

3.1 DAR&E proprietary information cannot be released until authorized by the Officers of DAR&E.

3.2 DAR&E encourages the exchange of information as part of its effort to apply the full resources of its members to the rescue work it performs. Some information, however, cannot be freely disseminated or used because of its proprietary nature.

3.3 In performing DAR&E work, you may be asked by outside people or organizations to disclose DAR&E's proprietary information. Such dissemination of information should not be disclosed unless approved in advance by the Officers of DAR&E. It is important to remember that proprietary information is a valuable volunteer asset. Adoption agreements, applicant information, visit reports and binding commitments improperly shared outside of DAR&E could result in serious legal consequences and loss of credibility for both you and DAR&E, and the possibility of severe financial damage to DAR&E, if violated.

4.0 Privacy:

4.1 It is DAR&E policy to restrict access to DAR&E records that contain personal information about its volunteers. Access to these records is limited to those who have a need to know. Care should be taken by all persons who have access to the information of others to keep that information confidential.

4.2 Each of us has a responsibility to protect the rights of others to privacy. When adopting out a Doberman to a new home, white/black-out all references of the previous owner on veterinarian records, AKC papers, medication labels and remove any dog tags from the previous owner. Nothing should be on these records that would enable a new owner to locate a former owner. DAR&E protects the privacy of the previous owner and the new owner. DAR&E does not disclose the names of the adoptive owners to the former owners nor does it disclose the names of the previous owners to the new owners.

5.0 Enforcement of DAR&E Ethics:

5.1 Members of DAR&E will be expected to adhere to the rules or principles listed above. Individuals who choose not to respect the privacy of communications posted by their fellow DAR&E volunteers may lose the privilege of serving with them.

5.2 New volunteers will be expected to sign a Code of Ethics on joining the DAR&E membership. A signed copy of the Code of Ethics must be handed in to Volunteer Coordinator within 30 days of joining the DAR&E. The new volunteer will be considered a probationary volunteer until the receipt of the signed Code of Ethics.

5.3 Any violation of the Code of Ethics will be reviewed by the DAR&E Board and may result in termination of the Volunteer's DAR&E activities.

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This Code is established in accordance with the objectives of Doberman Assistance, Rescue and Education, Inc. (DAR&E) as set forth in Article II of the By-laws. As a member of DAR&E, I also pledge to satisfy the following conditions:

1. Abide by the By-laws and operating procedures of DAR&E.
2. To conduct any activities related to DAR&E in a volunteer capacity, receiving no compensation or substantial personal gift for it.
3. To maintain the privacy of any communications among DAR&E members and not disseminate it outside DAR&E without permission of the author.
4. To educate potential adopters, the general public and current Doberman pinscher owners about issues regarding the breed, i.e. temperament, health, training, care.
5. To fully disclose to others all information DAR&E possesses about any dog available for adoption.
6. To complete any DAR&E volunteer activities as promptly as possible.
7. To support the spay/neuter policies of DAR&E and attempt to educate the public as to the importance of spaying and neutering.
8. To promptly notify DAR&E leadership if unable to complete a volunteer activity.
9. To be vigilant and maintain control over all dogs while acting in the capacity of a DAR&E volunteer so as to protect the safety and well being of all dogs and people.
10. To conduct myself in a courteous manner in all facets of DAR&E work such that my behavior brings credit to the image of DAR&E and animal rescue in general.

I have read and fully understand the above Code of Ethics and the Bylaws of Doberman Assistance Rescue and Education, Inc. I understand that a breach of these may result in my removal as a volunteer in good standing.

Date

Printed Name of Volunteer

Signature

I hereby state that I have never been convicted of a felony or misdemeanor involving mistreatment of animals.

Date

Printed Name of Volunteer

Signature