

CAWS Conflict of Interest and Ethics Statement

As an employee, contractor, volunteer, or board member of the Community Animal Welfare Society (CAWS), I understand that I have an obligation to the organization I serve, to the general public, to the community, and to myself to maintain the highest standards of ethical conduct. I will act at all times consistent with these standards. I will set a positive example and support a culture of ethical behavior within CAWS. I will abide by the following:

Confidentiality

I will keep confidential information confidential unless legally obligated to do otherwise. If I am unsure about whether certain information is confidential, I will consult appropriate CAWS staff or board members to find out.

I will refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage either personally or through third parties.

Conflict Of Interest

I will avoid direct or indirect, actual or apparent, conflicts of interest wherever possible and *advise all appropriate parties of any potential conflict* where they do exist. Such conflicts might occur, for example, if: My personal business or my friend or relative provides goods or services to CAWS for consideration; or a vendor or business acquaintance with whom I have an outside business relationship provides goods or services to CAWS.

I will refrain from engaging in any activity that would prejudice my ability or the ability of others to carry out duties ethically or damage the reputation of CAWS.

I will refuse any gift, favor, or hospitality that would influence or would appear to influence my actions or the actions of others, e.g. a referral fee or preferential discount, gift, or other valuable consideration from a vendor, paid promoter, fund-raising event sponsor, or any other outside party, for referring CAWS business to such party.

If I am requested by CAWS to perform a service or provide a product for the organization as a private party rather than as a part of my job description, competitive bids will be sought and/or comparable valuation determined.

Board Members: I will recuse myself from any board vote from which I could potentially personally benefit. If a contract is awarded to a board member or member's business, the board member will be paid accordingly for the service or product.

Integrity

I will perform my duties in accordance with relevant laws, regulations, organizational policies and standards and will contribute to the success of CAWS to the best of my ability.

I _____, attest and agree to be bound by the foregoing standards. I have not been party to an unethical or conflicting action that has not been previously disclosed. I also agree to report any potential future conflicts of interest or observed unethical activity of which I have become aware to the appropriate parties. I do not currently have pending against me any criminal proceedings, nor have I been placed under arrest for or been convicted of a criminal offense within the past year.

Signature

Date