

Walkin N Circles Ranch, Inc. Code of Conduct

Our Vision: Endeavoring to find loving homes and a productive life for every rescued horse.
Our Mission: Walkin N Circles Ranch Inc. exists to rescue, rehabilitate, rehome and provide each rescued horse humane and caring attention in which fear and pain are left at the front gate.

By signing below, I agree to:

- Read and support the mission, goals, and efforts of WNCR with a positive, cooperative attitude.
- Bring my best skills and abilities to my volunteer work duties.
- Exercise caution when dealing with shelter animals
- Treat all animals with kindness and respect.
- Promote good will in a spirit of respect, courtesy and cooperation.
- Allow other ranch hands to work at their own uninterrupted pace – we are all learning at our own rate.
- Correct, when possible, misleading or inaccurate information and representations made by others concerning ranch policies, practices, and procedures.
- Observe all safety and security rules in the performance of volunteer job duties, following all safety and barn rules. (The most current safety and barn rules are posted in the office, volunteer trailer and the barns. They are also available on our website, <http://wncr.org>, for easy access with your cell phone.)
- Avoid engaging in any conduct that could be perceived as a conflict of interest.

I acknowledge that engaging in the following conduct could result in dismissal from WNCR:

- Theft of WNCR property or funds.
- Negligent or intentional destruction of WNCR property.
- Violation of any ranch, barn or safety rules as posted on the ranch website or endangering the health or safety of any person or shelter animal.
 - Participation as a WNCR volunteer at the ranch or any outside event while under the influence of alcoholic beverages or illegal drugs.
 - Participation as a ranch hand at the ranch without going through volunteer orientation and fulfilling the requirements to be an active ranch hand.
 - Harassment, intimidation, discourtesy, abusive language or behaviour.

I understand that if I fail to comply with this Code of Conduct, I will receive a hand-delivered written warning, requiring my signature acknowledging receipt, as outlined below:

1. First warning: Notice of non-compliance with specific rule or code item.
2. Second warning: Second warning notice of non-compliance with specific rule or code item and one week suspension from the ranch.
3. Third warning: Third warning notice of non-compliance with specific rule or code item, with copy to the Board of Directors and possible dismissal from Ranch.
4. The Ranch has an existing Grievance Procedure which may be used if you do not agree with the action taken.

Printed Name

Date

Signature