



Travellers Rest Farm Sanctuary
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Discipline Policy

Policy approved by the Board of Directors on 6/30/2019

Volunteers, Board Members, and Executive Leadership (“Members“) are an essential part of TRFS’s mission.

Our goal is to retain satisfied Members that find gratification and reward in helping Travellers Rest Farm Sanctuary (TRFS) meet its mission in the most effective manner possible. However, there are occasions when TRFS is simply not a good fit for an individual.

Just as an individual is free to leave at any time, for any reason, TRFS reserves the same right to end our relationship with an individual, with or without notice, for any reason not prohibited by law. Based on our commitment to providing the highest quality service to our animals, staff and other volunteers, TRFS reserves the right to terminate an individual’s involvement within our programs.

Dismissal of an individual will occur only as a last resort, and will generally take place following progressive documented discussions whenever possible. While our objective is to always be fair and thoughtful, TRFS takes the care of our animals and our organization very seriously. Therefore, concerns, misconduct and possible dismissal must be handled swiftly. Immediate dismissal of an individual may occur in serious cases and is within the discretion of the Executive Director with notification to the Board of Directors.

Grounds for an individual’s dismissal may include, but are not limited to the following:

- A. illegal, violent or unsafe acts with people or animals
- B. failure to abide by policies and procedures
- C. gross misconduct
- D. theft of property or misuse of funds, equipment or materials
- E. being under the influence of illegal drugs or alcohol while on-site
- F. failing to perform volunteer duties as agreed
- G. undisclosed conviction/history of animal abuse or neglect
- H. breach of confidentiality
- I. willfully not following proper lines of communication and authority
- J. intentionally spreading misinformation

- K. behavior or communication that intentionally disrupts daily operations
- L. being verbally aggressive or disrespectful to other volunteers, staff or customers

TFS will investigate and document all dismissals.

All appropriate Members will be made aware of the dismissal.

Voluntary Termination of Volunteering

Any Member may voluntarily resign at any time and for any reason. Exit interviews may be available upon request. We will also consider that you have resigned if you do not show up for two or more scheduled volunteer sessions or respond to communications for more than 30 days. Members are volunteers that shall at any time be allowed to leave without ill will or backlash from their departure for whatever reason. Likewise, volunteers may be asked to leave for good reason and should not engage in public postings of misinformation.

Revision of the Code

This code of ethics will be reviewed periodically and revised as the BOD sees a need.