

## ***VOLUNTEER CODE OF ETHICS:***

Sonshine Equine seeks to provide a safe, peaceful, and professional environment for riders, non-riders, parents, caregivers, guardians, visitors, Director and Coordinators, volunteers, and horses. The purpose of this Code of Ethics is to provide volunteers with an ethical and responsible framework from which to serve.

### **AS A VOLUNTEER, I WILL:**

1. Listen carefully to Sonshine Equine Director and Coordinators and recognize that they follow certain procedures for a reason.
2. Respect my fellow volunteers.
3. Always remember that consistency is important for the success of our riders/non-riders and participants. They look forward to seeing you. Please make a weekly commitment to volunteer at Sonshine Equine.
4. Strive to keep the Executive Director, Jan Baldt, Volunteer Coordinator, Cheri Grieshamer, and/or the Equine Coordinator, Lela Arnold, further referred to as "Director and/or Coordinators" informed of opportunities in the community for promoting Sonshine Equine and potential funding opportunities.
5. Keep well informed of developments and policies relevant to my volunteer responsibilities and Sonshine Equine's policies. I understand that email and texting are the preferred methods of communication.
6. Participate actively in volunteer training and assist other volunteers as they join Sonshine Equine.
7. Bring to the attention of the Director or Coordinators any issues that I believe will have an adverse effect on the organization or those we serve.
8. Help curtail any negative conversations, rumors, or gossip.
9. Consider myself as having a personal stake in the organization and do my best to ensure that it is well maintained - keeping quality and safety in mind.
10. Always strive to learn how to be a more effective volunteer, while also assisting the Director and Coordinators in improving the volunteer program.
11. Notify the Director or Coordinators if I cannot physically do something that is asked of me.
12. Sign up at least 1 week in advance to volunteer on the Sign-In Sheet.
13. **All phones must be on silent and in Office.**

### **AS A VOLUNTEER, I WILL NOT:**

1. Criticize fellow volunteers and Director and Coordinators or their opinions.
2. Use the organization for my personal advantage or that of my friends or relatives.
3. Discuss confidential issues with anyone not involved with those issues.
4. Interfere with the duties of Director and Coordinators or undermine their authority.
5. Mistreat horses or any other animals on the property in any fashion.
6. No personal pets on premises.
7. No volunteers on premises during non-business hours (Business hours are Tues, Thur, Sat 9-5) unless you are on feeding committee and have permission from Jan.
8. Take pictures or videos of Sonshine Equine's riders/non-riders or participants unless asked to do so by Director or Coordinators.

Where repeated attempts have been made to rectify a volunteer's non-compliance with the Code of Ethics, or where a severe violation of the Code of Ethics has occurred, prompt action will be taken to remove or suspend the individual. As a Sonshine Equine volunteer, I agree to adhere to and to be responsible for maintaining the above Code of Ethics.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return.