

Don't Forget My Pet Foundation Code of Conduct

Policy Statement

Don't Forget My Pet Foundation (DFMPF) expects all employees and volunteers to act lawfully, honestly, ethically and with integrity at all times and in every aspect of their involvement with DFMPF.

Scope

All people engaged by DFMPF to provide services are bound by the Code of Conduct.

The Board is responsible for organisational culture. The Chief Executive Officer is responsible for ensuring the Code of Conduct is provided to all persons identified in the scope, and for ensuring all persons understand their obligations with respect to the Code of Conduct.

Mission

At the DFMPF, our mission is to ensure that no person experiences the stress of losing their pet or that any pet is ever forgotten or abandoned. We strive to provide a loving and safe environment for people in need and their pets supporting people facing challenges that may impact their ability to care for their pet companions. We work to create a world where every owner gets to stay with their beloved pet for as long as possible.

Values

Compassion

We believe in treating every human and their animal with kindness and empathy, understanding their unique needs and the bond they share.

Community

We unite people, organisations, other non-profits, and businesses to support pets and their families. We are proudly inclusive—welcoming everyone, valuing every story, and ensuring no one is left behind. Through connection and collaboration, we create stronger outcomes for our community.

Integrity

We operate transparently and ethically, ensuring that our actions reflect our commitment to all the people we assist.

Hope

We believe in second chances and the transformative power of love, working to keep people and their pets together through life's challenges.

Code of Conduct

It is the expectation of anyone representing DFMPF will act in accordance with this Code, including:

- Treat everyone with respect, courtesy and sensitivity, taking into account people's individual experiences and views.
- Keep all information regarding clients and participants confidential.
- Refrain from posting anything on social media regarding animals or people we are helping, without first obtaining permission from a DFMPF Director.
- Strive to build a harmonious organisation based on values in action.
- Always act in an inclusive and non-discriminatory manner towards all persons.
- Act with honesty and integrity and make decisions that are fair and equitable.
- Perform our work fairly and honestly and to the best of our ability.

- Apply our skills, knowledge and experience with due diligence and care.
- Follow all lawful and reasonable direction.
- Uphold the organisation's vision, mission and values.
- Comply with all relevant legislation, standards and other compliance mechanisms.
- Refrain from providing false or misleading information in relation to the organisation, employees and volunteers, or service users.
- Be accountable for our own actions.

Commitment

Signing below indicates you have read, understood and will abide by this code of conduct.

Name of Volunteer: _____ Signed: _____

Date: _____

Witness name: _____ Signed: _____

The code of conduct will be reviewed every 2 years. Review date: _____