

## The MWDTSA Code of Ethics and Conduct – Exhibit A

By signing the application form, each volunteer agrees to adhere to the MWDTSA Code of Ethics and Conduct. MWDTSA asks volunteers to read the Code of Ethics and Conduct annually and to sign a document reaffirming their commitment to it.

### **Client Interests**

To best serve MWDTSA, volunteers shall:

- Always conduct their MWDTSA activities in a manner that unequivocally places the interests of the dogs and handlers first.
- At all times protect the confidentiality and safety of the dogs and the handlers, as well as other MWDTSA staff and volunteers.
- Not accept or participate in MWDTSA activities that create a conflict of interest between the volunteers, their families, outside business or financial activities or interests.

### **Compensation**

As unpaid volunteers, MWDTSA volunteers shall:

- Neither charge nor accept fees, honoraria or things of value as payment for individual services or for their participation in training activities on behalf of MWDTSA.
- Not accept payment from a client for expenses related to any MWDTSA activity. Some expenses, **if pre-authorized**, may be eligible for reimbursement by MWDTSA.

### **Third Parties**

The following guidelines apply to interactions between MWDTSA volunteers and third parties:

- MWDTSA volunteers shall not accept fees, commissions, kickbacks or things of value from third parties as a result of recommending any services, equipment or supplies, nor shall they recommend the purchase of goods or services in which they have a direct or indirect interest, financial or otherwise.
- MWDTSA volunteers, when advising clients about obtaining professional or other services or goods, shall identify, whenever feasible, several sources from which the client may select.

### **Personal Interests**

To safeguard the integrity of the MWDTSA mission, it is vital to avoid any actual or apparent conflict of interest. To that end, MWDTSA volunteers or their families shall not:

- Seek, in any way, business from MWDTSA clients.
- Seek to profit from connection with MWDTSA.
- Make unapproved purchases or contracts without approval of the MWDTSA Board.

## **Personal Conduct**

MWDTSA volunteers shall:

- Participate in MWDTSA activities as agreed to between the organization and the volunteer.
- Not discriminate in any of their MWDTSA-related activities against any person because of race, color, national origin, sex, age, religion, marital status, handicap or sexual preference.
- Not make public statements that appear to associate MWDTSA with personal opinions of the volunteers or which are critical of MWDTSA or any of its sponsors.
- Not make statements that appear to identify MWDTSA with a political party or a candidate for federal, state or local office.
- At all times during the performance of their services, conduct themselves in such a manner as not to discredit themselves or MWDTSA.
- Not engage in any form of sexual harassment or sexual discrimination. Sexual harassment includes making deliberate or repeated unsolicited verbal comments, gestures or physical contact of a sexual nature in circumstances where such conduct reasonably is or would be unwelcome by the offended person or persons. Further, when such unwelcome conduct reasonably interferes with or creates an intimidating, offensive or hostile environment, it is considered sexual harassment.
- Seek advice from MWDTSA's board about the propriety of any action or inaction that they have reason to believe may be or may lead to a violation of the MWDTSA Code of Ethics and Conduct by a volunteer. Any volunteer requesting advice from an officer shall receive a decision in writing.

## **Confidentiality and social media**

- MWDTSA volunteers will not contact MWD handlers, kennel masters or their respective families directly, whether via electronic, social media, telephone or mail *unless given permission by our Board of Directors*. First and foremost, we must use an abundance of caution when we communicate, due to the Operational Security nature of our missions. Aside from Operational Security, having multiple lines of communication can be confusing to all parties involved in planning MWDTSA missions. It is best to communicate to our handlers or KMs through our Board of Directors because that is an official representative of our organization reaching out to the MWD community.
- The confidentiality of the locations of our teams needs to be our top priority. Volunteers should also be mindful of the friends and family members of our teams. Please use an

abundance of caution before interacting with friends or family members of a deployed team. We do not want to inadvertently disclose the names or locations of any of our deployed teams via social media or by word of mouth.

- Any photos taken at MWDTSA kennel events must be reviewed and approved by our President before they can be shared on personal or public social media accounts. Again, this is out of an abundance of caution. We do not want to release any pictures that may contain confidential locations or equipment in the background.

## **Security**

- **Anyone** who will be attending an MWDTSA base visit must sign MWDTSA's Code of Ethics and provide info that will be submitted to base security prior to your visit such as: driver's license number, birth date, auto registration, license plate number, proof of auto insurance or any other personal information required by the base to gain entry.

## **Commitment to the Code**

Volunteers shall be fully aware of the MWDTSA Code of Ethics and Conduct. When individuals apply as volunteers with MWDTSA, they agree by signing this document that they have read and "shall comply with the provisions of MWDTSA's Code of Ethics and Conduct."

Accordingly, applicants shall receive and retain a copy of the current Code of Ethics and Conduct at the time they apply to be a volunteer. Further, since changes may occur in the Code of Ethics and Conduct and to refresh volunteers' knowledge of the provisions of the code, MWDTSA shall:

- At the beginning of each fiscal year, give each volunteer a current copy of the Code of Ethics and Conduct.
- At that time require each volunteer to sign and date a statement that says, "I have reread the MWDTSA Code of Ethics and Conduct and reaffirm my agreement to comply with its provisions."

MWDTSA's Board will retain a copy of each volunteer's annual affirmation of the Code.