

## SAVE KOREAN DOGS ORGANIZATION CODE OF CONDUCT



The SAVE KOREAN DOGS Organization (comprised of SaveKoreanDogs Sanctuary and Save Korean Dogs USA Foundation, Inc.) believes that doing what is right is more than just obeying laws and regulations. It's holding ourselves accountable to a higher ethical standard because precious lives are literally depending on us. We require all employees, board members, volunteers, committee members, contract laborers, and other stakeholders to agree to abide by our Code of Conduct. Our Code explains how we should conduct ourselves when acting on behalf of the organization.

- I. We treat others with respect and dignity, encourage diverse opinions, promote equal opportunity, and help create an inclusive and ethical culture.
- II. We prohibit harassment, bullying and discrimination. We do not tolerate retaliation.
- III. We properly account for donations, adoption fees, transport sponsorships, and all expenses.
- IV. We protect our resources and assets and use them wisely for the benefit of our mission.
- V. We protect the confidentiality of the personal information or personal data entrusted to us by our donors, sponsors, employees, volunteers, board members, committee members, adopters, fosters, partner organizations, and all stakeholders.
- VI. When using social media, we take extra care to protect information about our organization, donors, sponsors, employees, volunteers, board members, committee members, adopters, fosters, partner organizations, and all stakeholders.
- VII. We follow the law when soliciting donations, grants, adoption fees, transport sponsorships, and other financial considerations.
- VIII. We prohibit conflicts of interest and activities that create the appearance of a conflict of interest. We require written disclosure of actual or potential conflicts of interest as soon as you become aware of them.
- IX. We require business or financial records and public communications on behalf of the organization to be comprehensive, fair, timely, accurate and understandable.
- X. We do not tolerate harassment or discrimination of any kind, especially involving race, ethnicity, religion, sex, color, national origin, age, military status, or family structure.
- XI. We treat others as we would want them to treat us acting with integrity in all that we do. Our mission is too important for anything less.