**A logo with a chameleon

Description automatically generatedCode of Conduct**

The Code of Conduct outlines the expected behaviour of Kanyana’s staff and volunteers. All staff and volunteers are expected to comply with this Code of Conduct to ensure a safe, respectful, and ethical environment for both humans and animals.

**General Conduct**

I will:

1. **Act with integrity**:
   * Act honestly, lawfully, in good faith, and in the best interests of Kanyana as a whole.
   * Make decisions that reflect Kanyana’s values and mission and avoid actions that could harm Kanyana’s reputation or objectives.
2. **Uphold Kanyana’s objectives**:
   * Act in a manner that furthers the fulfillment of Kanyana’s objectives and does not bring the Kanyana into disrepute.
   * Support Kanyana’s efforts to protect and rehabilitate wildlife and engage in activities that promote environmental conservation.
3. **Promote kindness**:
   * Be kind in my interactions with others, demonstrating empathy and understanding in all communications.
   * Support a positive and inclusive environment where everyone feels valued and respected.
4. **Prohibit bullying and harassment**:
   * Not engage in any form of bullying or harassment, in person or online.
   * Report any instances of bullying or harassment that I witness or experience to the appropriate authorities within Kanyana promptly.
   * Cooperate with investigations into reported incidents and support measures to address and prevent further issues.
5. **Foster respect**:
   * Treat everyone with respect, courtesy, and professionalism, regardless of their role, background, or personal characteristics.
6. **Encourage teamwork**:
   * Encourage teamwork to achieve common goals, recognising the importance of collaboration in achieving Kanyana’s mission.
   * Offer support and assistance to employees and volunteers, share knowledge and resources to benefit the team.
7. **Follow policies and procedures**:
   * Comply with all of Kanyana’s policies, procedures, delegated authorities, and rules.
   * Stay informed about updates to policies and procedures and seek clarification when necessary to ensure compliance.
8. **Maintain confidentiality**:
   * Observe confidentiality and privacy relating to non-public information acquired in my role and not disclose this information to any other person.
   * Protect sensitive information and respect the privacy of colleagues, volunteers, and stakeholders.
9. **Avoid conflicts of interest**:
   * Ensure that personal and financial interests do not conflict with my role and declare conflicts of interest when they arise.
   * Seek guidance to manage potential conflicts of interest to maintain transparency and integrity.

**Conduct Around Animals**

I will:

1. **Prioritise animal welfare**:
   * Recognise that the welfare of all animals at Kanyana is paramount and act in their best interests.
   * Ensure that my actions and decisions prioritise the health, safety, and well-being of the animals.
2. **Handle animals with care**:
   * Handle all animals with the utmost care to minimise stress and avoid causing harm.
   * Follow established handling protocols and seek guidance when unsure of the appropriate methods.
   * Maintain a calm demeanour around animals to avoid causing unnecessary stress and ask for help if unsure or uncomfortable with any aspect of what is asked of me.
   * Respect the natural behaviours and needs of the animals and avoid actions that could disrupt their environment.
3. **Prohibit harmful behaviour**:
   * Never intentionally harm or stress wildlife. Any behaviour that endangers or compromises the well-being of animals is strictly prohibited.
   * Report any observed instances of harmful behaviour or mistreatment of animals to the appropriate authorities within Kanyana immediately.
4. **Follow rehabilitation protocols**:
   * Adhere to all rehabilitation protocols and guidelines to ensure the proper care and recovery of animals.
   * Stay informed about best practices in wildlife rehabilitation and participate in ongoing training and education.
5. **Report concerns**:
   * Promptly report any concerns about animal welfare to the appropriate authorities within Kanyana.
   * Document and communicate issues accurately to facilitate timely and effective responses.

All staff and volunteers will be provided with this Code of Conduct and must sign a declaration of commitment to the Code.

By agreeing to this Code of Conduct, I commit to upholding the principles and standards set forth to support the mission and values of Kanyana Wildlife and ensure the welfare of the animals in our care.