**Code 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.