

Animal Welfare.
Worldwide.



FOUR PAWS

Code of Conduct

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OUR VISION	is a world where humans treat animals with respect, empathy, and understanding.
OUR MISSION	FOUR PAWS is the global animal welfare organisation for animals under direct human influence, which reveals suffering, rescues animals in need and protects them.

1 TARGET GROUP

This Code of Conduct applies to all colleagues, interns, volunteers, contractors and partners of FOUR PAWS.

2 INTRODUCTION

The **FOUR PAWS vision** is a world where humans treat animals with respect, empathy, and understanding.

In order to attain our vision through consistently realising **our mission** to reveal suffering, rescue animals in need and protect them, we have drawn up the Code of Conduct to serve as a compass to all colleagues, interns, volunteers, contractors and partners of FOUR PAWS.

This Code of Conduct introduces FOUR PAWS principles which must govern all colleagues' decisions and actions. It also demonstrates the commitment of FOUR PAWS to ensuring that all colleagues act with integrity and deliver the highest standards of quality in everything they do.

Our Code of Conduct is further complemented by individual policies, guidelines and procedures and its principles are drawn in recognition of national and international laws, the Universal Declaration of Human Rights as well as the International Labour Standards, amongst others.

FOUR PAWS Code of Conduct

3 PROMOTING ANIMAL WELFARE

Animal welfare

In order to continually work towards FOUR PAWS vision of a world in which humans treat animals with respect, empathy, and understanding:

- 3.1 I commit to FOUR PAWS mission of revealing inappropriate and life-threatening conditions for animals, developing appropriate solutions, driving them forward in order to implement them in the best possible way, and ensuring that animals in need are rescued and protected.
- 3.2 I commit to safeguarding the welfare of all animals in FOUR PAWS care, being aware that FOUR PAWS incorporates the One Welfare Framework describing the interconnection between animal welfare, human well-being and their physical and social environment as important elements to consider in the elaboration and implementation of policies and activities related to each of these aspects.

Safety and security

- 3.3 In order to ensure my safety and security at work as well as the safety and security of others, including my colleagues, partners, visitors to our sanctuaries, and animals in our care, I will adhere to all applicable laws and regulations.
- 3.4 I will follow all of FOUR PAWS internal standards which were drawn up to ensure the safety of all the above mentioned groups.

4 GENERAL PRINCIPLES OF CONDUCT

Protection of human rights

- 4.1 I will respect and support the United Nations' Universal Declaration of Human Rights, and will only engage in activities which are in line with these rights.
- 4.2 I will be mindful of the rights of all people, especially children and other vulnerable groups.
- 4.3 I will follow the safeguarding measures and controls established by FOUR PAWS against modern slavery and I will work with contractors and partners who share FOUR PAWS commitment to fight modern slavery within their organisations and supply chains.

Compliance with legal provisions and internal standards

- 4.4 I will ensure that I know all legal requirements which affect my professional duties.
- 4.5 I commit to acting in compliance with all legal provisions which affect my duties for FOUR PAWS. This includes, but is not limited to, all safety and health regulations as well as all applicable labour laws.
- 4.6 I will comply with all internal standards developed by FOUR PAWS.
- 4.7 I will avoid any involvement in activities intended to circumvent legal requirements or internal standards.

Diversity, equity and inclusion

- 4.8 I will not discriminate against anyone, regardless of age, appearance, beliefs and principles, civil status, culture, disability, ethnicity, faith, gender, nationality, religion, sexual orientation, skin colour or other applicable legally protected characteristics.
- 4.9 I will treat everyone with empathy, respect, and understanding, and will not abuse, bully or harass others.
- 4.10 I understand and support that FOUR PAWS strictly adheres to the principles of diversity, equity, and inclusion in all of its human resources activities, including the recruitment, hiring, training, assessment, and remuneration of all its employees, and I support these principles.

Integrity

- 4.11 I commit to acting with integrity at all times, and take accountability for my decisions and actions.
- 4.12 I will adhere to FOUR PAWS anti-bribery, anti-fraud, and anti-corruption safeguarding standards, and will, through my own behaviour, contribute to a work environment which promotes the ethical behaviour of all colleagues at FOUR PAWS.
- 4.13 I am aware that conflicts of interest might occur when I or my family, my other relatives or my circle of friends and acquaintances receive undue advantage from my employment at FOUR PAWS, or from the disclosure of or access to confidential information. I will identify potential conflicts of interests as early as possible and strive to avoid them.
- 4.14 I understand that there is an inherent conflict of interest in me becoming engaged in an intimate personal relationship with a colleague reporting to me or with my line manager. Should I enter into a relationship of this nature, I will disclose this fact to HR and to the relevant body within the organisation and seek to avoid this conflict.
- 4.15 I will not engage in any acts of fraud, or collude in any acts of fraud, including, but not limited to, acts of theft or misappropriation of funds.

- 4.16 I will not accept or attempt to accept bribes of any kind for my own personal gain. I accept I must not profit personally from my employment by FOUR PAWS beyond my salary and other legal entitlements.
- 4.17 I will not engage in or tolerate any acts of corruption, including, but not limited to, the abuse of power for my own personal gain.
- 4.18 I will immediately report acts of fraud, bribery, or corruption or any suspicion of thereof to my line manager or other relevant function within the organisation appointed to receive such reports.

Fundraising, financial management, lobbying, corporate engagement and partnerships

- 4.19 I understand that FOUR PAWS conducts all fundraising activities in a manner which reflects the organisation's principles and its commitment to human and animal welfare, and I support and will contribute to this conduct.
- 4.20 I understand that FOUR PAWS complies with all requirements put forth by local and national regulatory bodies in connection with its fundraising activities, and I support and will contribute to this conduct. I will behave accordingly in all tasks that involve fundraising activities.
- 4.21 I understand that FOUR PAWS is committed to using all funds and donations in a responsible manner in support of its charitable purposes, and I support this commitment.
- 4.22 I understand that FOUR PAWS is committed to following all procedures developed as part of the organisation's financial control framework, including procedures for the management of cash, income and expenditure, and procedures for financial reporting, budgeting, and auditing. In disposing of my duties, I will follow all financial control procedures.
- 4.23 I understand that FOUR PAWS is a neutral organisation and shall not be identified or connected to any political party or movement. Hence, I will ensure this neutrality when engaging with politicians on behalf of FOUR PAWS and ensure that my personal views and this engagement does not damage the reputation of FOUR PAWS.
- 4.24 I will only enter into a partnership or an agreement with other organisations, institutions, government bodies, or companies on behalf of FOUR PAWS if these collaborations do not damage the reputation of FOUR PAWS.
- 4.25 I will only enter into a partnership or an agreement with other organisations, institutions, government bodies, or companies on behalf of FOUR PAWS if these collaborations contribute to the organisation's strategic or operational goals.

Sustainability

- 4.26 I commit to helping reduce the environmental impact of FOUR PAWS and will follow internal standards developed by FOUR PAWS to reduce the organisation's carbon footprint.
- 4.27 I will use all of FOUR PAWS resources entrusted to me in a sustainable and transparent manner and will adhere to internal standards to improve resource efficiency.
- 4.28 I will consider the consequences of my decisions and actions for the environment and take full responsibility for them.
- 4.29 I will use my best efforts to identify and use suppliers who share FOUR PAWS principles and commitment to human and animal welfare, and the protection of the environment.

Management of information

- 4.30 I will reflect the principles of FOUR PAWS in all my communications.
- 4.31 I will hold in trust and confidence and not disclose without authorisation any information received during the course of my employment at FOUR PAWS to third parties.
- 4.32 I will keep confidential and safeguard any information entrusted to FOUR PAWS by third parties from unauthorised disclosure. I will disclose confidential information received from third parties only on a need-to-know basis, if specifically authorised by third parties, or if required by law.
- 4.33 I will communicate truthfully, accurately and honestly with my colleagues, with third parties and, where appropriate, with the public, adhering to FOUR PAWS communication standards.
- 4.34 I understand and accept that the external communications of FOUR PAWS will be handled by authorised colleagues, including the communication on FOUR PAWS official social media platforms.
- 4.35 I will adhere to FOUR PAWS social media standards in regard to my personal social media accounts and will ensure that others know that my personal account or statements do not represent FOUR PAWS. I will not state or imply that my personal opinions and social media content are authorised or endorsed by FOUR PAWS.
- 4.36 I will refrain from behaviour or conduct which I know or could reasonably be expected to know might reflect adversely on the reputation of FOUR PAWS.

Data protection and responsible use of information technology resources

- 4.37 I will protect personal data in accordance with all applicable laws. I will only collect, process, store, or use personal data for specific, explicit, and legitimate purposes, and to the extent to which it is necessary. I respect the comprehensive rights of natural persons whose data I collect, store, process, or use on behalf of FOUR PAWS.
- 4.38 I will follow all internal standards established by FOUR PAWS to ensure that the integrity of all of the organisation's data and metadata is maintained, protected from misuse or loss, safeguarded and kept according to all applicable laws and regulations, and accessible only to colleagues who need access to it in their professional capacities.
- 4.39 I will use information technology and tools provided by FOUR PAWS primarily for professional purposes and will only use FOUR PAWS information technology and tools for private purposes in accordance with internal standards. I understand I must not use these devices and tools to download, store, or distribute any illegal content.

5 CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

- 5.1 I am aware of the weight of the choices I make and of my conduct. I understand that if I breach the Code of Conduct, it may constitute an infringement of applicable laws resulting in civil or criminal liability and may have an adverse effect on FOUR PAWS and my colleagues.
- 5.2 Therefore, I understand and accept that in case of my non-compliance with the provisions of this Code of Conduct FOUR PAWS will take necessary response measures and might need to take disciplinary actions, up to and including termination of my employment or, if necessary, reporting the incident to the relevant authorities.

6 REPORTING OF MISCONDUCT

- 6.1 If I should become aware of any suspected breach of the Code of Conduct, whether deliberate or accidental, committed by myself or any of my colleagues, FOUR PAWS volunteers, interns, contractors or partners, I will report such incident without delay to my line manager or other relevant function within the organisation appointed to receive and handle such reports. The Compliance and Integrity line is always an option to report potential misconduct or legal breach.
- 6.2 Whenever I report a suspected breach of the Code of Conduct, I will only do so in good faith and in the knowledge that FOUR PAWS will ensure that I am not retaliated against and that I am protected by the internal standards on reporting and responding mechanisms which provide instructions on how to confidentially report such suspected breaches.
- 6.3 I will, however, be mindful of the possible disciplinary action FOUR PAWS may take if I should choose to knowingly make false allegations.

- 6.4 I will not attempt to prevent any of my colleagues or any other affected individual from reporting a suspected breach of the Code of Conduct.
- 6.5 In case I am uncertain whether a particular behaviour is a breach of the Code of Conduct I will seek advice from my line manager or other relevant function within the organisation appointed to receive and handle such reports.
- 6.6 Should my line manager be involved in the suspected breach of the Code of Conduct, I will report the incident to their superior or use the Compliance and Integrity line. Should other relevant function within the organisation appointed to receive and handle such reports be involved in the suspected breach of the Code of Conduct, I will report the incident to their superior.

KEY TERMS

Bribery – offering, promising, or giving or receiving a financial or other advantage to bring about an improper performance by another person

Neutral – FOUR PAWS is a neutral organisation in that it does not participate in hostilities and nor does it take sides in matters of political, racial, religious or ideological nature. FOUR PAWS takes an active stance on matters of animal welfare. In doing so, however, it remains neutral. Neutrality is a practical tool enabling us to gain trust of and access to the communities we work with.

Modern Slavery – “although modern slavery is not defined in law, it is used as an umbrella term covering practices such as forced labour, debt bondage, forced marriage, and human trafficking. Essentially, it refers to situations of exploitation that a person cannot refuse or leave because of threats, violence, coercion, deception, and/or abuse of power” <https://www.un.org/en/observances/slavery-abolition-day>

Personal data – “any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person” General Data Protection Regulation (GDPR) Article 4

REFERENCES

United Nations (10 December 1948): General Assembly resolution 217 A – Universal Declaration of Human Rights. URL: <https://www.un.org/en/about-us/universal-declaration-of-human-rights>

International Labour Organization (n. d.): International Labour Standards. List of instruments by subject and status. URL: <http://www.ilo.org/dyn/normlex/en/f?p=1000:12030:::NO:::>



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