



**SPAY NEUTER**  
NETWORK

## CODE OF ETHICS

### **I. Integrity**

All directors, officers, employees, and volunteers of Spay Neuter Network shall act with honesty, integrity, and openness in all of their dealings as representatives of Spay Neuter Network. Spay Neuter Network shall maintain a working environment that values integrity, fairness, and respect.

### **II. Mission and Vision**

#### **VISION**

To create compassionate communities free of homeless pets.

#### **MISSION**

To eliminate pet overpopulation through spay/neuter services, while empowering communities to care responsibly for dogs and cats.

We pursue our mission by:

- Providing free and/or affordable spay neuter and vaccination services to pet owner who may not be able to afford a full service veterinary practice.
- Providing accessible services through transport program and a mobile clinic
- Educating the public about pet overpopulation and then providing the solution.

### **III. Governance**

The Board of Directors is responsible for setting the mission and the strategic direction of Spay Neuter Network and for exercising oversight of its finances and policies. The Board of Directors shall:

- Ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of Spay Neuter Network and its public purpose;

- Adopt and implement a Conflict of Interest Policy so that conflicts of interest, as well as the appearance of conflicts of interest, are avoided or properly managed through disclosure, recusal, or other means;
- Be responsible for the hiring and regular performance review of the Chief Executive Officer, and ensure that the compensation of the Chief Executive Officer is reasonable and appropriate;
- Ensure that the Chief Executive Officer and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties;
- Ensure that Spay Neuter Network conducts all transactions and dealings with integrity and honesty;
- Ensure that Spay Neuter Network promotes working relationships with Board members, management team, staff, and volunteers based on mutual respect, fairness, and openness;
- Ensure that Spay Neuter Network is fair and inclusive in its hiring and promotion policies and practices for all Board, management team, staff, and volunteer positions;
- Ensure that key policies of Spay Neuter Network are in writing, clearly articulated, and adopted;
- Ensure that the resources of Spay Neuter Network are responsibly and prudently managed;
- Ensure that Spay Neuter Network has the capacity to carry out its programs effectively.

#### **IV. Law and Ethics**

Spay Neuter Network shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior. Spay Neuter Network shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

#### **V. Stewardship**

In managing its funds responsibly and prudently, Spay Neuter Network shall:

- Devote a reasonable percentage of its annual budget to programs in pursuance of its mission;

- Incur administrative costs adequate to ensure effective accounting and legal compliance systems, internal controls, competent staff, and other expenditures critical to professional management;
- Pay compensation, in return for services, that is reasonable but not excessive;
- Avoid accumulating Spay Neuter Network funds excessively;
- Draw prudently from restricted funds in a manner consistent with the restrictions;
- Follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of Spay Neuter Network.

## **VI. Diversity**

Spay Neuter Network shall promote diversity and inclusiveness in its Board of Directors, management team, staff, and volunteers.

## **VII. Evaluation**

Spay Neuter Network is committed to improve, continually, its public programs and its organizational quality. Spay Neuter Network shall periodically review its program and incorporate lessons learned into future programs. Spay Neuter Network shall be responsive to new developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

Spay Neuter Network shall develop and implement an evaluation procedure whereby the performance of the Board of Directors as a whole, each Board committee, and each director is evaluated periodically.

## **VIII. Fundraising**

Spay Neuter Network shall comply with the fundraising requirements of Texas's Nonprofit Integrity Act. Spay Neuter Network shall respect the privacy concerns of individual donors and shall follow donor intent in making expenditures. Spay Neuter Network shall disclose important and relevant information to potential donors. In raising funds from the public, Spay Neuter Network shall:

- Inform donors of the mission of Spay Neuter Network, how resources will be used, and the integrity of Spay Neuter Network causing donations to be used effectively for their intended purposes;
- Inform donors of the identity of those serving on Spay Neuter Network's Board;
- Disclose Spay Neuter Network's most recent financial reports;

- Represent that contributions will be used for the purposes for which they were given;
- Provide appropriate acknowledgement and recognition of contributions;
- Treat information about donations with respect and with confidentiality to the extent provided by the law;
- Provide an opportunity for donors to delete their names from mailing lists that may be used by others;
- Encourage donors to ask questions when making a donation, and provide prompt, truthful, and forthright answers.

## **IX. Transparency**

Spay Neuter Network shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about Spay Neuter Network shall fully and honestly reflect the policies and practices of Spay Neuter Network. All solicitation materials shall accurately represent Spay Neuter Network's policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

The following governance documents shall be posted on Spay Neuter Network's website: Articles of Incorporation, Bylaws, Conflict of Interest Policy, Code of Ethics, Gift Acceptance Policy, Whistleblower Notice and Policy, and Document Management Policy, along with audited financial statements and Form 990 for the most recent three years. The website shall invite comments by readers with regard to any governance document, and the readers shall be expressly encouraged to download any documents that may be useful to their nonprofit organization.

## **X. Confidentiality**

All directors, officers, employees and volunteers have a duty to safeguard information that is proprietary to Spay Neuter Network. Information about Spay Neuter Network that is confidential or proprietary and obtained by a director, officer, employee or volunteer as a consequence of such person's association with Spay Neuter Network may not be disclosed to third parties unless expressly authorized by Spay Neuter Network.

## **XI. Complaints**

Any person, whether or not connected with Spay Neuter Network, may lodge a complaint of unethical conduct against a director, officer, employee, or volunteer of Spay Neuter Network by filing such complaint, written or oral, with any director or officer.

## **XII. Remedies**

Any director who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any employee or volunteer fails to comply with this Code of Ethics, that person may be put on notice or terminated, in the discretion of the Chief Executive Officer or the Board of Directors.

## **XIII. Annual Affirmation Statement**

Spay Neuter Network shall provide a copy of this Code of Ethics to every director, officer, employee, and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, and employee, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it. Volunteers are not required to sign and submit such a Statement.

All Annual Affirmation Statements shall be submitted to the Chief Executive Officer or the Secretary of the Foundation and then filed with the minutes of the first meeting of the Board of Directors held each year.

**ANNUAL AFFIRMATION STATEMENT**

**Spay Neuter Network**

The Code of Ethics of Spay Neuter Network requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics.

Please sign this Annual Affirmation Statement indicating your affirmation as described above

Please return this Statement to the Chief Executive Officer of Spay Neuter Network each year by January 31.

Your name: \_\_\_\_\_

Date: \_\_\_\_\_