



## Code of Conduct

I, \_\_\_\_\_ (*print name*), the duly appointed representative of  
\_\_\_\_\_ (*name of organization*), a member of Central Texas VOAD,  
affirm that:

**1. *The Humanitarian Imperative is the First Priority of Central Texas VOAD***

I recognize the right and privilege to offer humanitarian assistance, and the same for those who receive such, as a fundamental humanitarian principle which should be enjoyed by all. I will stand by my obligation to provide humanitarian assistance, in organized fashion, wherever it is needed. I recognize and uphold the prime motivation of Central Texas VOAD response to disaster as to alleviate human suffering among those least able to withstand the stress caused by such disaster. I recognize that when we give humanitarian aid, it is not a partisan, religious, or political act, and should not be viewed or construed as such.

**2. *The Highest Degree of Professionalism, Ethics, and Respect is Paramount in Central Texas VOAD***

I will act in accordance with standards of professional integrity. I will make every effort to avoid conflicts of interest. I will consider the interests of all clients and animals served and do hereby dedicate myself to their best interests and to helping them, recognizing that in some cases their interests may not align to my personal beliefs. I will not intentionally defame, malign, libel, or attempt to demean the character and/or reputation of any person or organization. I will not engage in nor condone harassment, discrimination, or inappropriate behavior in any form. I will endeavor to maintain an environment of respect and cooperation within this organization, its partners, and all other individual and organization associations.

**3. *The Aid Given and Aid Priorities Established are Without Discrimination and On a Needs Basis***

I uphold and will act in giving aid regardless of the race, creed, or nationality of the recipients, and without adverse distinction of any kind. I recognize that aid priorities are calculated on the basis of need alone, and wherever possible, the provision of which is based upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs, and will reflect considerations of proportionality. I recognize that provision of aid will reflect the degree of suffering it seeks to alleviate.

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Central Texas VOAD Member's Initial / Date



**4. The Accountability of Both Those Assisted and Those Providing Resources Will Be Transparent**

I recognize that Central Texas VOA is often in the position of an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. I therefore hold myself accountable to both constituencies as a member of Central Texas VOA, and further uphold that all dealings with donors and beneficiaries shall reflect an attitude of openness and transparency. I recognize the need to report on all assistance activities, both from a financial perspective as well as an effectiveness and efficiency perspective. I recognize and support the obligation of Central Texas VOA to ensure appropriate monitoring and impact assessments of aid distributions and of disaster assistance.

**5. The Sensitivity, Confidentiality, and Integrity of Information and Activity within Central Texas VOA is Critical**

I, while in the service of and upon separation from Central Texas VOA, will legally and ethically maintain confidentiality of information received from clients, co-workers, individuals, and all related organizations. I will honor the trust of the public and my colleagues. I will refer inquiries for public and private information to the Central Texas VOA President. I will attend Central Texas VOA meetings regularly and keep informed of Central Texas VOA activities; always treating information received from such active participation with discretion and sensitivity, with the intended purposes in mind, and will promptly disclose any issues to this effect to the Central Texas VOA President as soon as possible.

HEREWITH, I, the undersigned, do hereby attest that I understand that violation of this Code of Conduct may be grounds for dismissal from membership in Central Texas VOA, and that I have an obligation to report immediately any suspected violation by others of this Code of Conduct to the Central Texas VOA President.

\_\_\_\_\_  
Central Texas VOA Member's Signature

\_\_\_\_\_  
Date

FOR RECEIVING OFFICER USE ONLY:      Date received \_\_\_\_\_

Received by \_\_\_\_\_