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I, _____, as a volunteer at Desert Pines Equine Medical and Surgical Center understand and swear to abide by the following Standards of Conduct.

Standards of Conduct

We are all representatives of Desert Pines Equine Center in the eyes of our families, friends, clients and the public. Both on and off the job we all have many opportunities to build relationships, good will and respect for the hospital. On the other hand, thoughtless words and acts could blemish the reputation developed by DPE through its years of service to our clients and the community.

It would be impractical to list all the activities considered to be unacceptable standards of conduct. The list of activities that follows is an example of the activities that are in violation of the practice's standards of conduct. The list is meant to be a guideline and is not all inclusive. Other comparable acts may be considered violations of the standards of appropriate conduct. All violations of these standards of conduct, and other comparable acts can lead to discipline up to and including immediate termination of an externship or volunteering for DPEC.

1. The inhumane and cruel treatment of horses and other animals.
2. Being impolite to clients, veterinarians and other staff members.
3. Unsatisfactory work performance or attitude.
4. Intentionally giving false or misleading information to obtain position.
5. Falsifying your own time record or that of another employee.
6. Disrespecting or refusing to follow orders, either from the veterinarians or from your immediate supervisor.
7. Falsifying client, business, medical or hospital records.
8. Stealing or failure to report a theft.
9. Giving confidential information about our client, patients, staff members or doctors to unauthorized persons.
10. Careless conduct which results in property damage, personal injury or placing the status of the clinic in jeopardy.

11. Discrimination in any form whether it be age, race, sex, sexual orientation or disability.
12. Indecent, immoral or unprofessional conduct on the clinic premises.
13. The possession or use of alcoholic beverages, narcotics prescription or not or illegal drugs on the clinic premises or returning to work under the influence of the same.
14. Intentional disclosure or unauthorized possession of confidential firm information, including patient or client information.
15. Unauthorized possession of firearms or weapons on clinic property.
16. Deliberate or habitual disregard for safety rules.
17. Inappropriate use of clinic computers.
18. No photographs without the authorization of both the treating clinician and the client.
19. Inability to follow the following dress code policy.

A neat, tasteful appearance contributes to the positive impression you make on our clients. You are expected to be suitably attired and groomed during working hours or when representing DPEC. Shorts and/or halter-tops are considered inappropriate attire for work in the office or barn. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our company image. Some articles of clothing marked with the clinic name or logo (jackets, polo shirts or scrub tops) may be provided for employee attire. The wearing of these items is encouraged.

DPEC volunteers that handle horses should wear footwear that is safe. No sandals or bare feet are allowed in the barns, surgery or treatment areas. Outerwear should be appropriate for weather conditions. Surgical scrubs and sterile attire are appropriate for some procedures performed at the clinic. The surgeon will determine the attire that is suitable for the employees that participate in any given procedure.

If disputes arise on what attire constitutes appropriate dress for a DPEC volunteer, those disputes will be resolved by the practice manager.

Signed and sworn on this _____ of _____, 20____.

Volunteer/ student

Witness