



PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

VOLUNTEER HANDBOOK

**Prepared by: PATH Intl.
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Welcome new volunteer!

On behalf of our staff and volunteers, I welcome you to the Professional Association of Therapeutic Horsemanship International (PATH Intl.) and wish you every success in volunteering with us!

Here at PATH Intl., we are committed to our volunteers. Our volunteers provide the organization with special expertise and knowledge that allow us to accomplish a wide range of strategic goals. We recognize how valuable your time is and want you to know how much we appreciate your choice to give time to PATH Intl. and the EAS industry. As a volunteer with PATH Intl., you gain the ability to influence the direction of the organization and equine-assisted services (EAS) as a whole. Being a volunteer allows you to expand your network while being recognized as a leader working to further the efforts of PATH Intl. and the EAS industry.

This handbook was created to introduce you to PATH Intl. and volunteer roles, conduct and expectations. Volunteers should familiarize themselves with the contents of the volunteer handbook as soon as possible, for it will answer many questions about volunteering with PATH Intl. If you have any questions about the volunteer handbook or need clarification, please contact PATH Intl.

We hope that your experience here will be challenging, enjoyable and rewarding. Welcome to the team!

Sincerely,

A handwritten signature in black ink that reads "Kathy Alm". The signature is written in a cursive, flowing style.

Kathy Alm
CEO

About PATH International

PATH Intl. Mission

We lead the advancement of professional equine-assisted services by supporting our members and stakeholders through rigorously developed standards, credentialing and education.

PATH Intl. Vision

To ensure universal recognition of professional equine-assisted services and their transformative impacts that enrich lives.

PATH Intl. Core Values

Access and inclusion – promoting diversity and opportunity in equine-assisted services.

Compassion and caring – providing a culture of safety, understanding and ethical treatment of humans and horses engaged in equine-assisted services.

Cooperation and collaboration – connecting and partnering with those who share the PATH Intl. vision in a mutually beneficial manner.

Education – sharing valued knowledge with our constituents to facilitate their success.

Excellence – promoting quality in all undertakings.

Innovation – encouraging and supporting creativity, inquiry and cutting-edge research.

Integrity and accountability – ensuring that all business is based on ethical principles and conducted with transparency.

Professionalism – enhancing the value and credibility of the industry.

Service – providing effective and responsive information and programs to our constituents.

Holism – promoting an awareness of body, mind and spirit in equine-assisted services.

Volunteer Opportunities

In order to carry out the PATH Intl. mission, vision and core values it takes volunteers to fill positions on committees, task forces and workgroups. PATH Intl. has a staff of around 20 employees, though it has a volunteer force of over 100 volunteers. It is through these volunteers that the strategies of PATH Intl. are accomplished.

Operational Committees: A committee is a group of people coming together to support an ongoing purpose/initiative on behalf of PATH Intl. There are oversight committees and program committees.

Operational Task Forces: A task force is established to address a particular issue or project. It is a group of people coming together with one solid project or goal to complete and is temporary in nature.

Operational Workgroups: A workgroup is also established to address a particular issue or project and is temporary in nature. It is typically formed by individuals who each have extensive experience in the issue or goal that the workgroup was created to accomplish.

Role of the Volunteer

A volunteer will be asked to carry out a wide range of duties. These duties will consist of participating in numerous virtual meetings and conducting research. Volunteers are encouraged to participate in the association's national, regional and state conferences and meetings to the best of their ability.

Specific information will be provided by the committee, task force or workgroup for which you volunteer. To find information and requirements for each committee, task force or workgroup, please visit the association's volunteer committee page on the PATH Intl. website: <https://pathintl.org/volunteer/>.

Volunteer Positions

Chair – The chairperson is the volunteer leader and facilitator of the committee. They ensure that the committee is functioning as it should and is staying on course. They are responsible for working with the staff liaison to set the goals and agendas, conducting meetings and delegating work.

Member – Members are those who carry out the work of the committee or task force. They participate in regular meetings and communications with their fellow committee members and their chair. Members do the work that is necessary for the committee or task force to meet its goals.

How to Apply to Volunteer

Anyone interested in volunteering can fill out a volunteer application form on the [volunteer committee page on the PATH Intl. website](#). Volunteer applications are considered for current open positions and/or kept on file until a position is available. The notification of an open volunteer position is typically sent through email, posted on the PATH Intl. website and/or announced in the *PATH Intl. eNews* newsletter.

PATH Intl. is committed to providing an inclusive and welcoming environment for all members of the association and to ensuring that volunteer assignments are based on individuals' abilities and qualifications. It is the association's policy not to discriminate in accepting volunteers on the basis of race, color, ancestry, citizenship status, marital status, gender, national origin, age, religion, creed, physical or mental disability, military service or veteran status, sexual orientation, genetic information, or gender identity, or any other characteristics protected by applicable federal, state, or local laws. Such a policy ensures that only relevant factors are

considered, and that equitable and consistent standards of conduct and performance are applied.

How Committees, Task Forces and Workgroups Function

Committees –

Charter: Each committee has a charter that is drafted by PATH Intl. staff to align with the organization's vision and strategic goals. Every charter is approved by the Board of Trustees. Each charter describes the committee's purpose, its makeup, and its term limits. If the committee feels that its charter needs to be changed or updated, the chair and committee members work with the staff liaison to draft changes to the charter. The new charter then goes before the CEO and the PATH Intl. Board of Trustees for approval.

Annual goals and objectives: The Chair works with the staff liaison to set the goals and objectives for the year. These goals are to be set by November. The committee goals should align with the strategic plan goals and objectives as well as the organization's operational goals for the year.

Dissolution: The staff liaison and the CEO may determine that a committee is no longer necessary to the accomplishment of the strategic and operational goals of the association and may recommend to the PATH Intl. Board of Trustees that a committee be dissolved. Also, the PATH Intl. Board of Trustees and the CEO determine whether the same committees are needed each year.

Task Force –

Formation: Volunteers and staff members may recommend the formation of a task force. Staff appoints a chair and works with the chair to recruit task force members.

Purpose and goals: The chair works with the staff liaison to set the purpose and goal for the task force. The task force goal should align with the strategic plan goals and objectives as well as the organization's operational goals for the year. The purpose and goal should be short-term.

Dissolution: The staff liaison and the task force chair will determine when the task force has accomplished its purpose and goal and will be dissolved.

Workgroup –

Formation: A workgroup is formed when committee chairs, volunteers or PATH Intl. staff decides that a particular issue or project needs more expertise and additional resources/time. Workgroups are temporary in nature and are created to support a specific and targeted project for a committee or PATH Intl. staff. Committee chairs and the staff

liaison determine when a workgroup has achieved its goal and will be dissolved.

Meetings

The committee, task force or workgroup chair works with the staff liaison prior to the beginning of the calendar year to establish frequency of meetings. Once frequency is established, the staff liaison works with group members to set a regular meeting schedule for the year.

The committee, task force or workgroup chair meets with the staff liaison prior to the group meeting in order to establish the agenda for that meeting. Agendas are developed in order to move the group forward on achieving their annual goal(s).

Because of the size and informal atmosphere of PATH Intl. volunteer work, committees usually do not use formal parliamentary procedure. Attention is focused on the job rather than rules. Although formal parliamentary procedure is not followed, members should still adhere to the intent of the rules. Decisions should be made in a democratic manner based on full information and free discussion. The committee chair takes part in the discussion, but their primary job is facilitating open discussion leading to a conclusion or decision. The staff liaison helps to guide the decision based on their organizational and industry knowledge. Because of their organizational and industry knowledge, the staff liaison has the ultimate authority for any committee decisions.

Most of the volunteer committee, task force and workgroup business occurs virtually with some face-to-face meetings when possible. Minutes for committees should be taken for each meeting. The chair assigns or asks for a volunteer to act as secretary. The minutes should include a roll call including any excused and unexcused absences, the key outcomes of any conversation and votes, and action items with responsible parties and due dates. The template to be used for taking minutes will be provided by staff.

The acting secretary should provide the minutes to the chair within a week of the meeting. The chair distributes the minutes to the committee members and staff liaison for review prior to the next meeting. The chair distributes minutes via email.

Minutes should be approved at the next meeting. Approved minutes are then posted on the PATH Intl. website.

Members and the staff liaison should honor any commitments that are reflected in the minutes- regarding action items for which they are responsible. If, for some reason, a member is unable to complete the action item by the due date, the member should contact the committee chair to discuss the impact and options. The committee chair will communicate any changes to deadlines with the staff liaison.

In order to keep projects moving forward, there will be times when a chair or staff member asks group members to provide feedback, vote or offer an opinion between regularly scheduled meetings; this is often done through email.

If a group member does not respond by the deadline, the person requesting the response presumes the volunteer abstains or has no opinion or feedback and moves forward with the project or assignment based on this presumption.

Hierarchy and Communication

There are oversight committees that oversee the work of the program committees, task forces and workgroups. These oversight committees report to a staff liaison. The staff liaison directs the work of the program committees, in alignment with the strategic priorities outlined by the PATH Intl. Board of Trustees. All program committees, task forces and workgroups report to these oversight committees.

Each committee chair provides an oral report in the appropriate oversight committee meeting; the report is included in the minutes of the oversight committee. The oversight committee chair then distributes the minutes to all committee chairs; and the chairs distribute them to their members. Minutes are then posted on the PATH Intl. website.

Oversight committees regularly discuss and make decisions on recommendations from the committees under their area of oversight.

Committee chairs may be asked to provide an overview of their committee work to be included in the annual report written for distribution.

Additional Chair Responsibilities

Committee, task force and workgroup chairs have additional responsibilities as volunteer leaders. These are:

- Collaborate with the staff liaison in identifying goals (annually for standing committees)
- Recruit members
- Facilitate meetings in an efficient and effective manner
- Provide an orientation to incoming members in conjunction with the staff liaison
- Submit reports as needed

Evaluation

Committee, task force and workgroup efforts can be evaluated jointly by the chair, volunteers and staff. This evaluation is ongoing but is formally reviewed by the appropriate PATH Intl. staff liaison once a year. The CEO, staff liaisons and committee chairs also facilitate the transition of new volunteers to keep committees, task forces and workgroups supplied with new talent and to

use these groups to develop leadership.

Committees, task forces and workgroups are evaluated on the following expectations:

- Did the committee establish a set of annual goals that were in alignment with the strategic plan? Did the task force or workgroup clearly establish objectives to achieve its goals?
- Did the committee achieve the objectives by the deadlines agreed upon by the committee members and staff?
- If requested, did the group submit reports by the deadline requested?

Individual volunteers are evaluated on the following criteria:

- Attendance: has the volunteer been consistently present and prepared at scheduled meetings per bullet point 4 in the Code of Conduct below?
- Participation: has the volunteer accepted assignments on request and have these assignments been completed to meet due dates?
- Professionalism: does the volunteer represent the association, staff, association members and other volunteers in a positive and productive manner? No breaches of the PATH Intl. code of ethics or positions counter to the strategic plan established by the PATH Intl. Board of Trustees are tolerated.
- Chairs: are committees being managed in a manner that achieve the goals and tasks assigned? Are communications distributed as requested?

Volunteer Policy and Procedures

Code of Conduct

- Volunteers are encouraged to share concerns and issues they have with the association within the volunteer environment. As association leaders, volunteers are asked to represent the association and publicly support the association with members and potential members, addressing any concern directly to the staff liaison or CEO.
- Volunteers are to be respectful, friendly and cooperative with PATH Intl. staff, members and other volunteers.
- Volunteers are expected to contribute to the best of their ability and at the highest standards.
- Volunteers are asked to respect each other's time constraints. Please be punctual and come prepared to all meetings. Respond to any requests for follow-up in a timely manner. Please be aware that two unexcused absences from meetings can result in the termination of the volunteer's participation.
- Volunteers are asked to report to the chair if any accident or injury occurred while volunteering.
- Inappropriate behavior may include but is not limited to yelling, intimidation, threats or any unwanted physical contact with a volunteer, staff or member. This behavior will not be tolerated.

- If a volunteer becomes aware of a conflict of interest through serving on a committee, task force or workgroup, the volunteer is to notify the staff liaison.
- PATH Intl. staff and volunteers are held to this code of conduct as well as the PATH Intl. Code of Ethics. (See Appendix A.)

Policy Against Harassment

PATH Intl. is committed to an environment free of intentional and unintentional harassment. In doing so, PATH Intl. prohibits harassment because of age, color, creed, marital status, ancestry, national origin, citizenship status, physical or mental disability, genetic information, disability, race, religion, marital status, military service or veteran status, sexual orientation, sex, gender identity or gender expression, or any other applicable status protected by federal, state, or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's volunteer performance or creating an intimidating, hostile or offensive volunteer environment, or otherwise adversely affects an individual's volunteer opportunities because of the individual's membership in a protected class. Actions based on an individual's age, race, gender, sex, sexual orientation, marital status, veteran status, color, religion, ancestry, national origin, disability, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as graphic material, cartoons, email, posters, drawings or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, jokes, or innuendo
- Physical conduct such as stereotyping, pranks, assault, or blocking a person's movements

Policy Against Sexual Harassment

PATH Intl. strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment in the volunteer environment is against the law and will not be tolerated. Sexual harassment can include all the above actions, as well as other unwelcomed conduct, and is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whereby:

- Submission to such conduct is made explicitly or implicitly a term or condition of a volunteer position.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's volunteer position.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive volunteer environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Whistleblower Protection

As a volunteer for PATH Intl., you are protected by the association's whistleblower policy. Please see Appendix B of this handbook for more information.

Personal Liability

Volunteer activities are covered under the association's directors and officers coverage. Any acts of intentional bodily injury, damage to or destruction of tangible property, dishonest, fraudulent or criminal wrongful acts are not covered under the PATH Intl. coverage. Should a situation require a certificate of insurance, a request should be submitted to the PATH Intl. office via the staff liaison.

Conflicts of Interest

A conflict of interest occurs when the personal or professional interests of a volunteer influences their ability to put the welfare of the organization before personal benefit. For example, when a volunteer member runs a business that sells something the association might need and has a chance to influence the purchasing decision. Another example might be a PATH Intl. volunteer who also volunteers for another organization in the equine industry. Nonprofit volunteers are likely to be affiliated with many organizations in their communities, both on a professional and a personal basis, so it is not unusual for actual or potential conflicts of interest to arise.

Volunteers do not need to step down from their volunteer activities but should instead recuse themselves from any issue or project in which a conflict arises. Volunteers are asked to disclose any conflicts of interest they feel might arise by notifying their staff liaison.

Alcohol and Drugs

PATH Intl. strictly prohibits the illicit use, possession, sale, conveyance, distribution or manufacture of Federal or State mandated illegal drugs, intoxicants or controlled substances in any amount or in any manner.

In addition, PATH Intl. asks that volunteers abstain from using or consuming alcohol or drugs while conducting PATH Intl. business, as alert and rational behavior is required for the safe and adequate performance of volunteer duties.

Problem Solving and Complaint Procedure

PATH Intl. supports its volunteers and their right to have problems solved. Any dispute or complaint arising between a volunteer and PATH Intl. or between a volunteer and another volunteer will be addressed under this policy. The first step is addressing the issue directly with the other person involved. Volunteers are encouraged to bring in their staff liaison or chair for additional support in the initial conversation. If the issue is not resolved, the following procedure should be followed:

Step 1: The volunteer should take up the problem with their committee chair and staff liaison through a written statement indicating the reason for complaint and the outcome sought within three (3) days. The volunteer will receive a written answer within two weeks of the complaint submission.

Step 2: If the problem is not resolved in step 1, the volunteer may present it to the CEO or designee. The problem should be in writing and signed by the submitting volunteer. The volunteer will receive a written answer within one week. The decision of the CEO or designee is final.

Time limits are exclusive of Saturdays, Sundays or holidays.

If the problem involves the committee chair, the volunteer should take up the problem with the staff liaison. If the problem is with the staff liaison, the volunteer should take it up with the staff liaison's supervisor.

If the problem involves the CEO, the Board of Trustees will appoint a personnel committee to review the problem and make a final determination.

Confidential Information

As a volunteer for PATH Intl., you are held to the PATH Intl. Confidentiality Policy. Please see Appendix C of this handbook for more information.

Intellectual Property Rights Policy

PATH Intl. recognizes and encourages the individual effort on the part of its volunteers, members and staff that may lead to the creation of valuable intellectual properties in the course of activities conducted by volunteers, members and staff. It is the intent of PATH Intl. to protect the rights of the individual and the association, and to bring about reasonable and appropriate sharing of the benefits if a creation has commercial value. The purpose of the principles outlined is to define the conditions of ownership, legal protection, development and licensing of intellectual properties conceived or first reduced to practice by any volunteer, member or staff.

Under these principles, intellectual properties can be managed so as to further the association's mission, enhance the value of such properties and properly distribute benefits to the association and the creators of the intellectual property.

If a work is created independently of the creator's volunteer or assigned staff duties and without substantial association assistance, the work is owned by the creator.

If a work is created as part of the creator's duties (contractual, volunteer or employment) with the association, the work is owned by the association.

If a work is created independently of the creator's duties (contractual, volunteer or employment), but with substantial association assistance, the work is owned by the association.

These principles apply to all volunteers, members and staff and any persons under the supervision of association personnel. No exception to the policy shall be valid unless agreed to in advance in writing by the PATH Intl. CEO. Because the law is in a state of flux arising from the influence of new technologies on teaching, learning, research and creative activity, as well as their impact on higher education, the association reserves the right to modify this policy.

Fiscal Inquiries

If support (dollars and/or staff) is deemed necessary for the work of the committee, the committee chair submits a budget proposal to the staff liaison no later than February 1 for the following fiscal year beginning July 1 through June 30 of the following year as the proposal must be incorporated into the budget approved by the PATH Intl. Board of Trustees.

The approved budget is administered by the staff liaison or appropriate department head. Any expenses incurred on behalf of the association must be preapproved. Any expenses incurred on behalf of the association by a volunteer are reimbursed using a reimbursement request form (contact your staff liaison if needed). All contracts with the association must be approved and signed by the CEO.

Background Checks

Some volunteers will be required to undergo a background check through the State of Colorado. PATH Intl. will notify individuals if volunteer positions require a background check and will provide the proper paperwork.

Resignation

If, for any reason, a volunteer wishes to resign their volunteer position, they are asked to notify the committee chair and staff liaison at the earliest opportunity. If a volunteer experiences any

problems or has any concerns regarding volunteer service, the volunteer is asked to discuss the issue with the committee chair and/or staff liaison.

Committee Volunteer Rotation

Unless otherwise specified, all committee members serve a one-year term and may be asked to serve up to four one-year terms. Each one-year term begins January 1st and ends December 31st. Once a year, there is an open call for volunteers. In addition, the staff, the committee chair and PATH Intl. members help identify potential committee members.

Program committee chairs are appointed by the CEO and approved by the PATH Intl. Board of Trustees.

The committee chair serves a one-year term and may be asked to serve one additional one-year term. Committee chairs may have already served four one-year terms on the committee and then may serve an additional one or two years as chair. If the chair has not served a full four years before chairing the committee, when their term as chair is complete, they are eligible to complete four years on the committee as a member if the incoming chair requests. Total service on a committee (combining committee membership and chair responsibilities) will not exceed six consecutive years on any one committee.

Committee terms are stated in each committee's charter and may differ from the term stated in this handbook. When terms are complete, individuals will be notified by the committee's staff liaison.

Appendix A

PATH International Member Code of Ethics

Preamble PATH Intl.'s Code of Ethics sets forth ethical principles for all PATH Intl. members, which includes individuals and centers and is binding on all staff. Centers are obligated to ensure that all staff, professionals, and volunteers comply with this code. While each of the following codes will apply to all members, the applicability of each code may be determined by the role of the member and the setting.

The practice and preservation of the highest standards of ethical principles and integrity are vital for the responsible implementation of obligations, activities and services provided by PATH Intl. members and centers. All members and centers are responsible for maintaining and promoting these ethical practices. The PATH Intl. Code of Ethics is intended to be used as a guide for promoting and maintaining the highest standards of ethical practice, personal behavior and professional integrity.

The guidelines expressed in the code are not to be considered all-inclusive of situations that could evolve under a specific principle, nor is the failure to specify any particular responsibility or practice a denial of the existence of such responsibilities or practices. The guidelines are specific statements of minimally acceptable conduct or of prohibitions applicable to all members and centers. PATH Intl.'s Code of Ethics is designed to be appended to such other codes as may be applicable (such as: medicine, psychology, nursing, social work, etc.).

In recognition of the responsibility inherent in the delivery of services provided by equine-assisted services, PATH Intl. asks all members and center personnel to subscribe to the following to the extent permitted by law:

Principle 1

The member respects the rights, dignity and well-being of all individuals (human and equine) and promotes well-being for all involved.

Guidelines:

1.1 The member shall promote a holistic awareness of body, mind, and spirit in equine-assisted services for all involved.

1.2 The member shall be responsive to, and mutually supportive of, the individuals served including families, colleagues and associates.

1.3 The member shall respect the unique nature of each individual and shall be tolerant of, and responsive to, differences. The member shall not discriminate based on age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition or disability.

1.4 The member shall follow equal employment opportunity practices in hiring, assigning, promoting, discharging and compensating staff.

1.5 The member shall maintain in professional confidence participant, volunteer, and staff information, observations or evaluations and shall adhere to all legal requirements.

1.6 The member, in community settings, shall use caution in forming dual or multiple relationships with participants or former participants where there is a risk of a conflict of interest. The member, in clinical treatment settings, shall avoid dual relationships when possible and in situations where dual relationships are unavoidable, the member shall be responsible for setting clear, appropriate and sensitive boundaries.

1.7 The member will understand the sensitive nature of physical touch and use it with caution.

Principle 2

The member accepts responsibility for the exercise of sound judgment and professional competence.

Guidelines:

2.1 The member shall accurately represent their level of expertise, experience, education and actual practice and provide service only to those individuals they can competently serve.

2.2 The member shall engage in sound business, employment and administrative practices.

2.4 The member shall engage in continued personal growth, continuing relevant education and professional skill development.

2.5 The member shall recognize and take appropriate action to remedy personal problems and limitations that might cause harm to recipients of service, colleagues or others.

2.6 The member shall demonstrate objectivity and fairness by interacting with individuals in an impartial manner.

2.7 The member shall accept responsibility for the exercise of sound judgment when interacting with individuals and animals.

2.8 The member shall demonstrate openness to, and respect for, other colleagues and professionals.

Principle 3

The member shall respect the integrity and well-being of program equines and animals whether owned, leased or borrowed.

Guidelines:

3.1 The member shall recognize and respect the individual character, nature, and

physical attributes of each program equine.

3.2 The member shall encourage safe and respectful human and equine interactions, placing equines in activities suited to their temperament and physical ability.

3.3 The member shall support the highest standard of care, maintenance and selection for each program equine, understanding and responding to the equine's need for socialization, play, turnout, time off and retirement.

3.4 When equines are borrowed or leased, the same high standards of equine respect, care and maintenance apply.

3.5 The member shall cultivate a barn and practice environment that supports personal and professional development and is compliant with PATH Intl. standards.

Principle 4

The member shall be truthful and fair in self-representation and representing other members or centers.

Guidelines:

4.1 The member shall be responsible for providing each participant with accurate information regarding programs, services, professional training and credentials, as well as possible benefits, outcomes, expected activities, risks and limitations of the service or program.

4.2 The member shall meet commitments to participants, colleagues, equines, agencies, the equine-assisted services community and the community at large.

4.3 The member shall use the PATH Intl. logo only in accordance with the PATH Intl. brand policies.

Principle 5

The member shall seek to expand their knowledge base related to the field of equine-assisted services.

Guidelines:

5.1 The member shall maintain a high level of professional competence by continued participation in educational activities that enhance basic knowledge and provide new knowledge.

5.2 The member shall support sharing and dissemination of information, provision of training and conducting of research for the benefit of the profession.

5.3 The member shall demonstrate commitment to quality assurance. The member in clinical treatment settings shall engage in providing and receiving individual or peer supervision and/or staffing consultation on a regular basis.

Principle 6

The member shall honor all financial commitments to participants, personnel, vendors, donors, PATH Intl. and others.

Guidelines:

- 6.1 The member shall negotiate and clarify the fee structure and payment policy prior to the initiation of service and charge in a responsible and reasonable manner.
- 6.2 The member shall not misrepresent services rendered or products dispensed in any fashion.
- 6.3 The member shall be truthful and fair in representing themselves in fundraising activities.
- 6.4 The member shall honor all debt obligations.
- 6.5 The member shall maintain membership in PATH Intl. and pay the appropriate fee as determined by the Board of Trustees. Instructors shall remain in good standing with the compliance process for instructors

Principle 7

The member shall abide by PATH Intl. Standards and Guidelines and all state, local and federal laws.

Principle 8

The member supports PATH Intl. in its efforts to protect participants, equines, the public and the profession from unethical, incompetent or illegal practice.

Guidelines:

- 8.1 The member shall present this PATH Intl. Code of Ethics to all staff and personnel, outlining their collective obligation to support it and address any questions or concerns pertaining to it.
- 8.2 The member accepts the responsibility to discuss suspect unethical behavior directly with the parties involved and, if unresolved, to report unethical, incompetent or illegal acts to PATH Intl.

Appendix B

PATH Intl. Whistle Blower Policy

Purpose PATH Intl. requires its trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. In line with this commitment and PATH Intl.'s commitment to open communication, this policy aims to provide an avenue for trustees, officers, employees, volunteers and members to raise concerns with the reassurance that they will be protected from any reprisals for whistleblowing on potential ethical violations. This whistleblower policy is intended to ensure protections for individuals who raise concerns regarding:

- incorrect financial reporting;
- unlawful activity;
- activities that do not comply with PATH Intl. policy; or
- activities that are construed as improper or unethical.

Safeguards

Harassment or Victimization - Harassment or victimization for reporting concerns under this policy will not be tolerated. No trustee, officer, employee, volunteer or member who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. A trustee, officer or employee who retaliates against someone who has reported a violation in good faith is subject to discipline. This whistleblower policy is intended to encourage and enable officers, trustees, employees, volunteers or members to raise serious concerns within the organization prior to seeking resolution outside of the organization.

Confidentiality - Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Anonymous Allegations - This policy encourages trustees, employees, officers, volunteers and members to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be reviewed appropriately, and consideration will be given to:

- the seriousness of the issue raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources

Good Faith Allegations - Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Procedure 1. Process for Raising a Concern

Reporting - The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns including those relating to financial reporting or unethical or illegal conduct should be reported in writing directly to the PATH Intl. CEO or the president of the PATH Intl. Board of Trustees. Should the concern involve the CEO or the president of the board, concerns should be

reported directly to the president-elect, another trustee or the audit chair. If your complaint concerns the Board of Trustees as a whole, you should contact the chair of the Grievance Committee, who is not a PATH Intl. employee or trustee. PATH Intl.'s outside general counsel will be consulted as deemed appropriate by the Board of Trustees or the Grievance Committee chair. All reports will be promptly investigated, and appropriate corrective action will be taken, if warranted by the investigation. Concerns should be reported within one year of the event.

Employment-related concerns for employees should continue to be reported through the channels outlined in the PATH Intl. employee handbook.

Timing - The earlier a concern is expressed, the easier it is to take action.

Evidence - Although the complainant is not expected to prove the truth of an allegation, the complainant should be able to demonstrate to the person contacted that the report is being made in good faith.

Procedure 2. How the Report of Concern Will Be Handled

The action taken by PATH Intl. in response to a report of concern under this policy will depend on the nature of the concern. The Executive Committee of the PATH Intl. Board of Trustees shall receive information on each report of concern, investigate the allegations and report to the full Board of Trustees for it to determine whether any action should be taken. The Board of Trustees may consult PATH Intl.'s outside general counsel as necessary. The Board of Trustees' decision will be final. In the event the complaint concerns the entire board, the Grievance Committee shall investigate and make recommendations and report said recommendations to the membership.

Initial Inquiries - Initial inquiries will be made to determine whether an investigation is appropriate, and the form it should take. Some concerns may be resolved without the need for investigation.

Further Information - The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

Illustrative Types of Concerns

The following is a **non-exhaustive** list of the kinds of improprieties that should be reported:

- Supplying false or misleading information on PATH Intl. financial or other public documents, including the Form 990.
- Providing false information to or withholding material information for PATH Intl. Board of Trustees, its auditors, tax preparers or legal counsel.
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal or state law or regulations.
- Embezzling, private inurement and private benefit.

- Paying for goods or services that are not rendered or delivered.
- Using remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive, including sexual flirtations; unwelcome physical or verbal advances; the display of sexually suggestive objects, cartoons or pictures; and physical contact of a sexual or particularly personal nature.
- Using remarks or actions outside of one's job responsibilities to influence the outcome of a center's accreditation or an instructor's certification.
- Using epithets, slurs, negative stereotyping, and threatening, intimidation, or hostile acts that relate to race, color, religion, gender, national origin, age or disability.
- Violating PATH Intl. Code of Ethics, Conflict of Interest Policy, Harassment Policy, or Equal Employment Opportunity Policy.