



PATH
INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

VOLUNTEER HANDBOOK

**Prepared by:
PATH Intl. Membership Department
2018**

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Welcome new volunteer!

On behalf of our staff and volunteers, I welcome you to Professional Association of Therapeutic Horsemanship International (PATH Intl.) and wish you every success here.

Here at PATH Intl. we are committed to our volunteers. Our volunteers provide the organization with specialized 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 field. As a volunteer with PATH Intl., you gain the ability to influence the direction of the organization and equine-assisted activities and therapies (EAAT) 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 EAAT field.

This handbook was created to introduce you to PATH Intl. and the 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 the member programs coordinator or your committee chair.

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

Sincerely,

Kathy Alm
CEO

About PATH International

PATH Intl. Mission

The Professional Association of Therapeutic Horsemanship International (PATH Intl.) promotes safety and optimal outcomes in equine-assisted activities and therapies for individuals with special needs.

PATH Intl. Vision

The Professional Association of Therapeutic Horsemanship International (PATH Intl.) is a global authority, resource and advocate for equine-assisted activities and therapies and the equines in this work that inspire and enrich the human spirit.

PATH Intl. Core Values

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

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

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 activities and therapies.

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 50 volunteers. It is through these volunteers that the strategies of PATH Intl. are accomplished.

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

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 also temporary in nature.

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

Advisors: Advisors are individuals who have been appointed by a committee chair or staff liaison. They are individuals who have expertise and experience that is valuable to the organization.

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 meetings/conference calls 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 that you volunteer for. To find information and the requirements for each committee, task force or workgroup, please visit the association volunteer page on the PATH Intl. website.

Volunteer Positions

Chair – The chairperson is the highest member within a committee. They ensure that the committee is functioning as it should and is staying on course. They are in charge of delegating work, making decisions, conducting meetings and are the main point of contact for members and staff liaisons.

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.

Advisors – Advisors are appointed by the chair of a PATH Intl. committee and staff liaison. Advisors are individuals who have a unique experience, outlook and background. They are called upon by a chair and staff liaison to contribute their unique perspective outside of regular committee work.

How Committees, Task Forces and Workgroups Function

Formation

Committees – Every committee has a charter that is drafted by PATH Intl. staff and then approved by the board of trustees. Each charter describes the committee’s purpose, and the work of the committee should support that purpose. If the committee feels that its charter needs to be changed or be updated, the chair works with committee members to draft changes to the charter. The new charter then goes before the CEO and board of trustees for approval. The CEO and board of trustees will make a determination regarding the new charter, depending on the strategic priorities the PATH Intl. Board of Trustees has established.

The CEO may also determine that a committee is no longer contributing to the priorities 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 annually every year.

Task Force – Volunteers and staff members may recommend the formation of a task force. A charter is drafted by PATH Intl. staff and goes to the CEO and board of trustees for approval. If approved, the president appoints a chair, relying on staff recommendations, and asks that a task force be formed. The process to make changes to a task force charter is the same as a committee charter. Also, committee chairs, the CEO, and the PATH Intl. Board of Trustees determine when a task force has achieved its goal and is ready to be dissolved.

Workgroup – A workgroup is formed when committee chairs, volunteers or PATH Intl. staff decides that a particular issue or project is in need of more expertise. They are temporary in nature and are created to support a specific and targeted project for a committee or PATH Intl. staff project. Committee chairs and the staff liaison determine when a workgroup has achieved its goal and is ready to be dissolved.

Advisors – Advisors are appointed by a committee chair and staff liaison when it is discovered that their unique expertise and experience can be a valued asset to the organization.

Annual Objectives

At the beginning of each calendar year, the committee chair and staff liaison discuss the annual goals for each committee and task force, based on the current strategic priorities of the association. They then decide on the assignments and projects for that year, and develop a plan that reflects the purpose of the committee and the annual goals the committee or task force has established. Plans are documented and tracked in any format that the chair and its members believe best help them achieve the objectives and annual goals established.

Meetings

Committees and task forces come together and establish regular meetings throughout the year. How often meetings are established is dependent on the needs of each committee, task force and workgroup.

The committee and task force chairs collaborate with the staff liaison in organizing an agenda for each meeting. Moving the progress of the committee forward and ensuring agenda items address the work at hand is the chair's responsibility to ensure the committee is working on the correct tasks and accomplishing goals in a timely manner.

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 rules of parliamentary procedure are dispensed with, members should still adhere to the intent of the rules. Decisions should be made in a democratic manner on the basis of full information and free discussion. The committee chair takes part in the discussion but his/her primary job is facilitating open discussion leading to a conclusion or decision.

If a committee has the authority to make formal decisions on behalf of the association, and for all other work requiring parliamentary procedures, the association relies on Robert's Rules of Order.

Most of the volunteer committee and task force business occurs on conference calls and some face-to-face meetings. Minutes or notes (depending on the authority of the committee) 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 the due dates.

The acting secretary should provide the notes to the chair within a week of the conference call or meeting. The chair distributes the notes to the committee members and staff liaison for review prior to the next meeting. The chair distributes minutes and/or notes via: 1) email; 2) uploading the minutes/notes to the committee page on the association's database; 3) posting the minutes/notes on an electronic network, either google drive, the association's social network site, or an equivalent network.

Members and the staff liaison should honor any commitments that are reflected in the minutes/notes for 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 often be times when a chair or staff member asks committee members to provide feedback, vote or offer an opinion between regularly scheduled meetings; this is often done through email.

If a committee or task force member does not respond by the deadline, the person requesting the response assumes the volunteer abstains or has no opinion or feedback and moves forward with the project or assignment based on this assumption.

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/notes of the oversight committee. The oversight committee chair then distributes the minutes/notes to all committee chairs; and the chairs distribute them to their members.

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

Committee chairs provide an overview of their committee work to be included in the annual reports written for distribution at the annual conference.

Each committee, task force and workgroup has a staff liaison. It is the staff liaison's responsibility, with the input of the committee chair, to report to the CEO regularly on the progress of the committee's projects and activities. The CEO provides an annual report to the board of trustees summarizing the progress and output of the program committee. The CEO or board may request an update/report on committee work at any time.

Additional Chair Responsibilities

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

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

Evaluation

Committee, task force and workgroup effort 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 number and types of committees are evaluated annually by the CEO and the PATH Intl. Board of Trustees to determine whether the same committees are needed each 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 committee members and staff?
- Did the committee submit a report on a quarterly basis for the board report?
- Did the group submit an annual report by the deadline requested?

Individual volunteers are evaluated on the following criteria:

- Attendance: has the volunteer been present and prepared at scheduled meetings?
- 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 to achieve the goals and tasks assigned? Is progress evident in quarterly board reports? 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.

- When volunteering you are expected to contribute to the best of your 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 on a timely basis. 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, to include derogatory comments, yelling, intimidation, threats or any unwanted physical contact with a volunteer, staff or member, 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 their 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 E.)

Policy Against Harassment

PATH Intl. is committed to an environment free of unlawful harassment to include sexual harassment. In doing so, PATH Intl. prohibits unlawful harassment because of age, color, creed, marital status, national origin, citizenship status, disability, race, religion, 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. Actions based on an individual's age 40 and over, race, sex, color, religion, 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 cartoons, email, posters, drawings or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, jokes
- Physical conduct such as assault, blocking an individual's movements

Policy Against Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, PATH Intl. believes it warrants separate emphasis.

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 is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of 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.

All volunteers are expected to conduct themselves in a professional and business-like manner at all times. Conduct that may violate this guideline includes, but is not limited to, sexually implicit or explicit communications, whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging and brushing up against another's body.

Whistleblower Protection

As a volunteer for PATH Intl., you are protected by the association's whistleblower policy. Please see Appendix D 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 abusing 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 his/her committee chair and staff liaison through a written statement indicating the reason for complaint and the outcome he/she is seeking 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 volunteer submitting it. The volunteer will receive a written answer within one week. The decision of the CEO is final.

Time limits are exclusive of Saturdays, Sundays or holidays.

If the problem involves the committee chair and/or staff liaison, the volunteer should take up the problem 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 B 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 the 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 independent 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 independent 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 person 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 support) is deemed necessary for the work of the committee, the committee chair submits a budget proposal to the staff liaison no later than March 1 for the following fiscal year beginning July 1 through June 30 of the following year. 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 you if your volunteer position requires a background check and will provide you with the proper paperwork.

Logging Volunteer Hours

All volunteers are required to record volunteer hours every month. A spreadsheet via google drive will be sent to your email inbox during the first week of each month. Please fill out the spreadsheet with the desired information within one week and return it.

How to Apply to Volunteer

Anyone interested in volunteering can fill out a volunteer application form on the volunteer page of 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 sent 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, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, or gender identity. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

Resignation

If a volunteer is ready for any reason to resign from their volunteer position, they are asked to please notify their committee chair and staff liaison at the earliest opportunity. If a volunteer experiences any problems or has any concerns regarding their volunteer service, the volunteer is asked to discuss the issue with the committee chair and/or staff liaison.

Volunteer Rotation

Unless otherwise specified all committee members serve a one-year term and can be asked to serve up to four one-year terms. Each one-year term begins January 1st and ends on December 31st. The chair of the committee or task force is responsible for identifying and recruiting members, with the input of the staff liaison, during his/her tenure as chair. The board of trustees then makes a final approval of committee members.

Program committee and task force chairs are appointed by the president of the PATH Intl. Board of Trustees based on recommendations from staff and outgoing chairs.

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 serve an additional one or two years as chair. If the chair has not served a full four years before chairing the committee, when his/her term as chair is complete, s/he is 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) does not exceed six years on any one committee.

Committee terms are stated in the committee's charter and may differ from the term stated in this handbook.

When your term is complete you will be notified by the staff liaison. You will be provided with a certificate of completion as a thank you for your service and will be asked to step down in order to provide space for new members to serve as volunteers.



Professional Association of Therapeutic
Horsemanship International

Appendix A

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I, _____ (print name) have received and read the
PATH International Volunteer Handbook. I have had the opportunity to ask any questions
I have regarding the contents of the handbook.

Signature of Volunteer

Date



Appendix B

Confidentiality Policy

It is the policy of PATH Intl. that board members, volunteers and employees of PATH Intl. will not disclose confidential information belonging to, or obtained through their affiliation with PATH Intl. to any person, including their relatives, friends, and business and professional associates, unless PATH Intl. has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Questions about the appropriate use or sharing of confidential information should be directed to the PATH Intl. CEO.

Confidential information includes, but is not limited to, donor histories, addresses or other contact information, grievances, appeals, accreditation or certification outcomes, personal disabilities or diagnoses, sexual orientation, salaries or benefits, or other such sensitive or identifying information.

Under certain circumstances, board members, volunteers or employees are tasked specifically with addressing sensitive issues and information for which they are given specific access. This may include but is not limited to business planning documents and legal proceedings. This information should also be considered confidential.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with PATH Intl.

I certify that I have read, understand and agree to abide by and uphold the PATH Intl. Confidentiality Policy.

Signed

Date

Approved by PATH Intl. Board of Trustees February 4, 2014 – Via Email Vote
PATH Intl. Executive Committee reviewed and accepted as is: June 23, 2016
PATH Intl. Executive Committee revised & accepted August 13, 2018

Appendix C

Policy Proposed: 11/19/2008

Approved by CEO: 11/19/2008

Accepted by PATH Intl. Board: 1/12/2009

Advisor Policy

Value to PATH Intl.

PATH Intl. values the contributions of all volunteers to the work done by committees, task forces and advisory groups. PATH Intl. recognizes the considerable insight and experience that advisors bring to PATH International's work. While advisors do not contribute in the same way committee members do, their past contributions and/or breadth of knowledge can add a perspective not available otherwise. When called upon by committee chairs to contribute a unique perspective outside of regular committee work, outcomes are greatly enhanced.

Advisors

A PATH Intl. committee will identify and maintain a list of advisors for additional expertise as needed and for occasional alternate representation. Advisors must be members in good standing with PATH Intl., considered experts in their respective field, have expertise necessary to the work of the specific committee they are advising, and be able to work effectively as a team member. The chair of a PATH Intl. committee and the PATH Intl. staff liaison must jointly appoint individuals to advisor status. The PATH Intl. Committee Chair and/or PATH Intl. staff liaison will determine when advisors are called upon.

Advisors will:

- Represent their professional disciplines both in general and with regard to the participation of those disciplines in the equine-assisted activities and therapies industry.
- Interact effectively in committee deliberations and discharge duties as requested by the chair.
- Follow established PATH Intl. general committee procedures and lines of communication.
- Maintain confidentiality regarding issues and situations discussed.

Terms

Advisors shall serve one-year terms and, if appropriate, be reappointed by the PATH Intl. Committee Chair and PATH Intl. staff liaison each year for a total term of three years.

Each PATH Intl. committee will be limited to two advisors per PATH Intl. committee.

Appendix D

PATH International Whistleblower 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, your 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. 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 **nonexhaustive** 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.

If you have any questions regarding this policy, please contact PATH Intl. CEO at (303) 452-1212.



Appendix E

PATH International 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 activities and therapies, 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 activities and therapies 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 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 his/her level of expertise, experience, education and actual practice and provide service only to those individuals he/she 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 representing him- or herself and 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 activities and therapies community and the community at large.

4.3 The member shall use the PATH INTL. logo only in accordance with the PATH INTL. brand policy.

Principle 5

The member shall seek to expand his/her knowledge base related to the field of equine-assisted activities and therapies.

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 the sharing and dissemination of information, the 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 in any fashion services rendered or products dispensed.
- 6.3 The member shall be truthful and fair in representing itself 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 annual 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.