



# Pegasus Springs Therapeutic Riding Center

## Code of Conduct & Discharge Policy

### Confidentiality Policy

Pegasus Springs TRC recognizes that all clients receiving services are entitled to do so with the expectation that information about them will be treated with due respect and confidentiality. All client information is considered confidential. Pegasus Springs TRC, to the extent provided by law, assumes responsibility for safeguarding each client's right to confidentiality and is responsible for all collection, storage, disclosure and destruction of confidential records.

### Code of Conduct

Pegasus Springs TRC recognizes that the primary interest of Pegasus Springs TRC volunteers/employees is the provision of safe, quality services and activities to participants in our programs. To that end this policy has been written to provide an understanding of appropriate conduct and to provide consistency in the administration of our agency.

On rare occasions, the conduct of a volunteer or employee may be such that it disrupts the orderly operations of the program, the maintenance of a positive program environment, or the interests and safety of staff, volunteers, participants, and horses. In recognition of the responsibility inherent in the delivery of services provided by Pegasus Springs Therapeutic Riding Center, Pegasus Springs TRC asks all volunteers and employees to respect the rights, dignity and well-being of all individuals. Pegasus Springs volunteers and employees also respect the integrity and well-being of program and facility horses and animals.

### **The following conduct or behaviors constitute a breach of this code and if evidenced may result in discharge from the Pegasus Springs Therapeutic Riding Center program:**

- Working under the influence or use of alcohol during the program.
- Being in possession of, distributing, selling, using or working under the influence of illegal drugs during the program, or while operating Pegasus Springs owned vehicles or equipment.
- Engaging in negligent or improper conduct leading to damage of Pegasus Springs owned, facility owned, or program participant owned property.
- Violation of safety, dress or health rules.
- Engaging in sexual or unlawful harassment.
- Exhibiting excessive absenteeism.
- Insubordination or verbally, emotionally or physically abusing program participants and/or family, or other personnel.
- Verbally, emotionally or physically abusing program or facility horses and animals
- Engaging in dishonest behavior or theft.
- Engaging in disorderly conduct.
- Disclosing confidential information.



**Employee/Volunteer Statement of Confidentiality**

I, \_\_\_\_\_, as an employee or volunteer assisting in Pegasus Springs Therapeutic Riding Center, indicate by my signature below that I have read and fully understand Pegasus Springs TRC policy on Confidentiality.

I recognize and respect the right to privacy of all individuals who receive Pegasus Springs TRC services. I further commit to safeguarding all written material, which is considered to be confidential information by Pegasus Springs TRC. I will take the appropriate measures to secure all written material from access by unauthorized individuals. I will not discuss service information in places where unauthorized people will likely hear that discussion.

I accept my obligation to comply with the terms of this Statement.

Volunteer's Printed Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian signature if volunteer is minor \_\_\_\_\_

**Pegasus Springs Therapeutic Riding Center  
Employee/Volunteer Statement of Responsibility**

I, \_\_\_\_\_, as an employee or volunteer assisting in the Pegasus Springs Therapeutic Riding Center, indicate by my signature below that I have read the and fully understand the role and responsibilities of a Pegasus Springs TRC employee/volunteer and understand and comply with the Pegasus Springs code of conduct.

Volunteer's Printed Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian signature if volunteer is minor \_\_\_\_\_