

**WORLD DETECTOR DOG ORGANIZATION
CODE OF ETHICS
Penalties and Investigative Procedures for Violations**

Not an Operational Guide

This Code of Ethics is not written nor intended to serve as an operating procedure for the deployment, use or training of scent detector dogs or of detector dog teams. No guidance is intended or offered here with respect to how to functionally conduct a canine assisted inspection or on how to train a detector dog and or handler.

Purpose for the Code of Ethics

What the Code of Ethics is intended to do, is to set minimal ethical standards and expectations for members of World Detector Dog Organization (hereinafter referred to as WDDO) in regard to conducting business affairs with customers of services related to each member's certification and membership in WDDO. The Code of Ethics is also intended to establish minimal ethical standards in how WDDO members interact with other members of WDDO. This document also establishes the penalties for failure to comply with the Code of Ethics and establishes the process through which a determination is made with respect to whether each member continually complies with this Code of Ethics and/or commits and actionable violation of that code.

Agreement Between Individual Members and WDDO Membership Concerning Adherence to the Code of Ethics

The under signed member agrees that his/her conduct reflects on other members of WDDO, either poorly, positively or in a non-effectual manner; the undersigned member's signature below indicates the undersigned's agreement with that precept. Understanding that ethical behavior, as outlined in the Code of Ethics is a requirement for maintaining membership in WDDO, the under signed member agrees to abide by the Code of Ethics and to accept the following process of determination of the validity of complaints made about violations of the code of ethics and to accept the penalties levied by the board of directors and to abide by the process outlined herein for investigation of and the penalties for non-compliance with this Code of Ethics.

What Signing This Document Means

By applying his or her signature to this document, the undersigned member understands that membership in WDDO is a privilege and that membership privileges in WDDO may be limited or terminated temporarily or permanently if the WDDO Board of Directors establishes that, in its opinion, a violation of this Code of Ethics was committed by the undersigned member. The undersigned member hereby agrees that by applying for and accepting membership in WDDO, he or she agrees to abide by the standards outlined in the Code of Ethics and to comply with all investigative procedures outlined in this document. The undersigned member further agrees that this agreement outlines all remedies and avenues for relief for any such penalties levied.

How an Investigation into a Potential Violation of the Code of Ethics is Initiated

Upon receipt of a properly submitted complaint of a code of ethics violation, the WDDO secretary shall submit copies of that written complaint to each member of the board of Directors, to the President and Vice-President, and shall do so within 10 days of the receipt of the complaint. Within 45 days following the submission of the complaint to the board of directors by

the WDDO secretary, the board of directors, (or its duly appointed representatives), shall undertake an investigation into the alleged Code of Ethics violation(s) described in the complaint. The investigation shall include, at the discretion of the investigating body, interviews, reviews of written statements and documentation and any other actions or evidence deemed appropriate by the investigating authority.

Minimum Reporting Requirements

In order for any complaint of a code of ethics violation to be considered for action by the board of directors it must at a minimum, meet all of the following criteria;

1. All complaints must be submitted in writing on the appropriate form available on the WDDO website.
2. Complaints must be clearly written and describe in detail the nature of the alleged violation
3. Complaints must include the date(s) and time(s) of the violation(s) along with the location(s) of each alleged violation (full name and address)
4. Complaints must include the names of all persons that the complainant is aware of that are involved as either participants, complainants, witnesses or any other person with knowledge of the violation, along with contact information for each person listed, including phone number, email, mailing address, etc.
5. Other criteria and information may be requested by the board or the appointed investigating authority at its discretion.

Written Report Required

The person(s) or group conducting the investigation, shall make a written, final report to the board of directors within 30 days of being assigned this duty, or submit a written explanation explaining why more than thirty days is needed and estimating how long will be needed to complete the investigation. This person or group shall respond in a timely manner to all inquiries from the board of directors as to progress made in the investigation and to any other questions posed by the board concerning the investigation.

Response to the Written Investigative Report

After the written report on the investigative findings is submitted, a member of the group or person(s) assigned to conduct the investigation shall appear before the board of directors, in an executive session that is closed to the public – only active board member, the President and Vice-President, the accused violator and the group or person that conducted the investigation are to attend. The purpose of this executive session is for the group or person that conducted the investigation to answer questions from board members concerning the investigation. No recording shall be made of this executive session, nor shall minutes be kept, all participants agree to keep the content of this executive session confidential. The alleged violator shall also answer any questions from the board or its duly appointed representative(s). The accused violator will also be allowed to make a statement responding to the allegations in the complaint. The accused violator and the investigating group or person shall then be asked to leave the meeting. The board shall, after hearing from and questioning the accused, discuss the investigation, the accused violator's response and what action should be taken, if any.

Failure to Comply With an Investigation

1. The investigating authority may classify any failure to comply by the complainant, with informational requests, as disqualifying the complaint for further consideration or action and the complaint may be dismissed, with or without prejudice at the board's discretion.

Penalties for Failure to Comply With an Investigation

2. The failure of the accused member to comply with informational or other requests, made by the board or its duly appointed representative(s) or to satisfactorily explain such non-compliance, shall:
 - i. Be considered as voluntary obstruction of the board's investigation into the complaint by the accused and shall be considered a prima facie Code of Ethics Violation.
 - ii. Upon determination by the board, or its duly appointed representative(s) that the accused member has been given reasonable opportunity to comply with the investigation, but has not and in the opinion of the board of directors does not appear to intend to comply, the penalty phase session, as outlined below, may be entered into directly, without completing the investigation phase as outlined.

Investigative Report May be Accepted or Rejected

Upon conclusion of the executive session, the board of directors shall return to an open, public meeting and conduct a roll call, voice vote. Each board member shall state clearly that he or she votes to "Accept" or "Reject" the report on the findings of the investigation. If the investigative report is rejected, no further action is taken. The secretary shall record this roll call voice vote.

Penalty Phase – Motion of Action

If the group's report is accepted by a majority of board members, the board shall then return to an executive session and conduct the penalty phase session to determine what action, if any, should be taken in response to the report. Neither the accused nor the appointed group (if not comprised of members of the board of director) shall participate in this penalty phase session wherein the penalty is discussed. After discussion, motions shall be offered by WDDO board members with respect to what action, if any, should be taken. Actions that may be taken are;

No action by the board

Issuance to the offending member and posting on WDDO's website of a written reprimand

This written reprimand shall state only that the member is reprimanded by the board of directors for a Code of Ethics violation. No details shall be included about the nature, circumstances or location of the violation.

Temporary suspension (length of the suspension to be determined by majority vote of the board of directors) of membership privileges

Permanent revocation of membership privileges

Vote on Final Motion of Action

Once a motion of action is made, seconded and approved by a majority vote of members of the board of directors, the board shall return to the open meeting and the secretary shall read the motion of action into the board meeting minutes.

Board Decision is Final

The decision of the board of directors, concerning all disciplinary actions or the choice to take no disciplinary action, in response to an alleged violation of the WDDO Code of Ethics is final.

Code of Ethics

I will regard myself as a member and representative of an important and honorable profession. I will conduct business transactions and all canine assisted searches and/or canine and handler training with integrity and honesty. I will expect fellow handlers and trainers to abide by the same standards as I hold for myself. I will work diligently to learn more about my profession and strive to improve my team’s performance through practice, training and education. I will work to improve the scent detection canine industry. I will make no claim to abilities which I do not possess. I will fully cooperate and comply with any investigation into a potential violation of this code of ethics, conducted by the WDDO board of Directors. whether that allegation involves an alleged act that I committed or that someone else committed or if I have information relevant to a possible violation of the code of ethics. I understand that my refusal to comply and cooperate with an investigation into a complaint of a violation may result in punitive action against myself, including, but not limited to a temporary or permanent suspension of my privileges as a member of World Detector Dog Organization.

Name _____ Signature _____ Date ____ / ____ / ____
(print) (signature)

**WORLD DETECTOR DOG ORGANIZATION (WDDO)
CODE OF ETHICS
COMPLAINT FORM**

Name and contact info of person submitting this complaint

Business Name _____	Individual's Name _____
Address _____	Address _____
City _____ St _____ Zip _____	City _____ St _____ Zip _____
Phone # _____	Phone # _____
Email _____	Email _____

Is the complainant a member in good standing of WDDO? **YES NO**

Name and contact info of WDDO Member alleged to have committed an ethics violation

Business Name _____	Individual's Name _____
Address _____	Address _____
City _____ St _____ Zip _____	City _____ St _____ Zip _____
Phone # _____	Phone # _____
Email _____	Email _____

Is the alleged offender a member in good standing of WDDO? **YES NO**

Date of violation ____ / ____ / ____ Location of Violation _____
_____ City _____ St _____ Zip _____

Witness(es)

Name _____	Name _____
Phone # _____	Phone # _____
Email _____	Email _____
Name _____	Name _____
Phone # _____	Phone # _____
Email _____	Email _____

Details of Alleged Violation (continue on back if needed) _____

Today's Date ____ / ____ / ____ Complainant Signature _____

WDDO Case # _____ Assigned to _____