



RIGHTS INSTITUTE FOR SOCIAL EMPOWERMENT- RISE

STAFF CODE OF CONDUCT

JUNE, 2016

Contents

1. Purpose 3

2. Policy 3

1. Purpose

Rights Institute for Social Empowerment prohibits the favoring of its governing board, advisory body, staff and consultants in applying for or receiving the services of RISE.

2. Policy

RISE, its Board, volunteers and its employees will take every due and proper measure to ensure that there is not and that there shall not appear to be, any conflict between the personal and private interests of volunteers and employees and their responsibility to RISE, its service users, the general community, and the funding partners.

RISE will take all due action to ensure that the integrity of RISE and its role in stewardship of the public trust is perceived.

Actions that may serve to compromise the integrity of RISE and its stewardship obligation will not be condoned or allowed.

No behaviors that are abusive in any manner to the service user(s) will be allowed. This includes verbal abuse, physical abuse, and emotional abuse.

No employee or volunteer shall enter into any intimate or otherwise nonprofessional relationship with a service user or shall behave in a manner that is perceived to be sexual in character.

All RISE personnel are prohibited from engaging in commerce with service users. This includes the purchase and selling of services, goods, information, and materials. This prohibition specifically includes the selling and purchasing of service user referrals.

RISE personnel occupy a position of trust with service users and shall act at all times to preserve that trust.

RISE personnel may not conduct activities in which RISE or its service users are purchasing a product or service in which the employee has an interest, without first receiving the consent of the Executive Director, who will ensure that this activity is a fair and equitable arrangement.

RISE will not show favoritism to the Board of Directors, active volunteers, advisory bodies, staff or consultants in applying for or in receiving the services of RISE.

RISE prohibits the receipt of payment or other consideration from another provider of services for the referral of any applicant or client to their services.

RISE prohibits the payment or any other consideration to any service provider or other organization for the referral of any applicant for RISE's service.

RISE prohibits the direct referral of agency applicants, service users or their families to any private practices in which RISE's staff may be engaged or in which they have a financial interest.

The employees of RISE are prohibited from having direct or indirect financial interests in the assets, leases, business transactions or professional services of RISE.

RISE will show no favoritism or undue influence to applicants related to the Board of Directors, active volunteers, advisory bodies, staff or consultants or anyone acting in a governing, administrative or supervisory capacity.

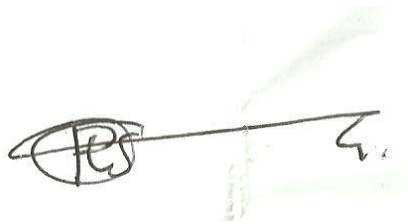
Violation of this Policy will be seen as a matter of serious consequence and will result in disciplinary action, up to and including dismissal.

THIS POLICY IS HEREBY APPROVED AND ENDORSED BY THE RISE BOARD OF TRUSTEES HEREUNDER SIGNED:

Name: Mr. Peter L.S Chikakula

Position: Board of Trustees Vice Chairperson

Signature:

A handwritten signature in black ink, consisting of a stylized initial 'P' inside a circle, followed by a horizontal line and a flourish.