

STATEMENT OF PURPOSE:

The Code of Ethics has been established to provide staff, directors of the Board and Volunteers of Rising Ground with a set of moral and ethical standards which will guide their relationships with others as representatives of Rising Ground and in the context of their work at Rising Ground.

SCOPE:

This policy applies to all programs and services as well as all activities of the Board of Directors of Rising Ground.

POLICY:

These are the principles of personal behavior which Rising Ground upholds as essential for the establishment of an open and honest relationship between our staff, our directors, our consumers and their families, volunteers of both their time and talent to us, donors and anyone else with whom we interact in other ways.

1. Dignity and respect

We will honor the importance, value and diversity of each individual and the personal choices he or she makes, recognize and appreciate the rights of others and show mutual respect for one another by working together in a considerate and cooperative manner.

2. Professional Value

We will abide by accepted, commonly held practices of right and wrong in all our interactions with others and in our work. Our decisions and actions will reflect the care and concern we have for others and ourselves.

3. Fairness

We will manage the Agency and provide services to consumers to the greatest degree of equality possible, without favoritism or discrimination of any kind.

4. Personal Responsibility

We will hold ourselves accountable for the actions we take. We will take responsibility for assuring that the needs of the persons we serve are being met, either by attending directly to those needs when possible, or by promptly calling those needs to the attention of the responsible person or the appropriate level of authority.

5. Loyalty

We, as Board members, volunteers, employees and employers, will work for our mutual benefit and do only what is in the best interest of

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the agency and the individuals supported while avoiding all conflicts of interest.

6. Honesty

We will express ourselves with sincerity and candor in an accurate and impartial way refraining from cheating or lying. We will communicate openly and honestly and provide straight forward information to our individuals supported and each other.

7. Law Abiding

We will abide by all applicable federal, state and local laws at all times while engaged in Agency business or on Agency property.

8. Trust

We will be reliable in every aspect of our jobs and will not do anything that might compromise the confidence others have placed in us.

9. Helpfulness

We will give assistance to and contribute positively to the improvement of the lives of our individuals supported.

10. Competence

We will agree to only engage in those services which we can reasonably expect to complete with professional skill and offer professional advice only on those subjects on which we are informed and qualified.

11. Independence

We will assist our individuals supported to make independent choices and involve them, to the greatest extent possible, in decisions that affect their lives every day. We will respect their freedom of thought, expression and action.

12. Confidentiality

We will respect the right of each person to expect that information obtained, produced, recorded, maintained, or stored about him or her will be handled in a confidential manner and released only to appropriate parties under appropriate circumstances.

13. Cooperation

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We will contribute to efforts to develop and improve team efforts and work cooperatively within them by freely sharing our expertise, experience and skills with one another.


EXPECTED PERFORMANCE:

- I. Upon employment, this Code of Ethics Policy will be included in the Personnel Manual. It will be read, described and discussed with each new employee at orientation. Similarly, this Code of Ethics Policy will be distributed to each new Board member and volunteer. Each employee, volunteer and Board Member will agree to adhere to the standards set above.

- II. This code will be reviewed and updated as appropriate or as circumstances warrant.



Rising Ground Code of Ethics Policy

Revision History		
Rev	Reason for Change	Effective
A	Agency name change to Rising Ground	12/13/2018
B		
C		
Approved By <u></u> Date <u>12/13/18</u> Title <u>Executive Director</u>		

Rising Ground Policy Approval, Monitoring and Training Procedure

Policy Category	How we train	Who develops	Who delivers	How we track	Oversight provided by
Corporate Compliance	Employee Handbook New employee orientation Volunteer Orientation Board of Directors Manual	Human Resources Training	Human Resources Training Institutional Advancement Board of Directors Manual		Program Evaluation And Monitoring Department