

# Rising Treetops at Oakhurst

## Policy & Procedures

### STANDARDS OF CONDUCT POLICY

It is the intent of Rising Treetops at Oakhurst (RTO) to strive for the highest ethical conduct from all of its Directors and Staff. RTO is particularly sensitive to individuals who hold management and governance positions of trust. Accordingly, all Officers, Directors, employees and Independent Contractors are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of RTO's standards of high ethical conduct, each Officer, Director, employee and Independent Contractor WILL NOT

- Deceive, defraud, or mislead the RTO Directors, officers, staff members, managers, or other employees, or those with whom RTO has business or other relationships.
- Misrepresent RTO in any negotiations, dealings, contracts or agreements.
- Divulge or release any information of a proprietary nature without appropriate approval
- Obtain a personal advantage or benefit due to relationships established by any officer, Director, or staff member or by use of the name RTO or Camp Oakhurst.
- Accept individual gifts of any kind from outside suppliers, in connection with the officer's, Director's or employee's relationship with RTO. Any offer of a gift is to be reported to the Executive Director who is the head financial officer.
- Withhold their best efforts to perform their duties to acceptable standards
- Engage in unethical business practices of any type.
- Use RTO property or financial resources for personal benefit.
- Use the services of the RTO staff without the appropriate approval
- Violate any applicable laws, ordinances or RTO policies.
- Discriminate based on race, color, religion, sex, sexual orientation, national origin, age, physical or mental impairment, or veteran status.

Infractions of the Standards of Conduct are to be reported directly to the Corporate Compliance Officer and either the President or to any other Officer, who shall, in his or her determination, bring the infraction to the full Board of Directors.