## CODE OF CONDUCT

RYSE is committed to upholding the highest standards of ethical conduct, which encompass honesty, integrity, respect, and professionalism. The purpose of this Code is to outline the organization's expectations regarding the behavior and conduct of its employees.

ETHICAL PRINCIPLES

1. Honesty: Employees will act truthfully and transparently in all their interactions, both within the organization and with Youth, affiliates, and the public.
2. Integrity: Employees will act with consistency, reliability, and accountability, adhering to the organization's values and policies.
3. Respect: Employees will treat all individuals with dignity and respect, fostering an inclusive and supportive work environment that is free from discrimination, harassment, and bullying.
4. Professionalism: Employees will maintain a high level of professionalism in their conduct and work, ensuring that their actions reflect positively on the organization and its mission.

GUIDELINES FOR ETHICAL CONDUCT

Employees will:

* Report for work on time and put their best effort forward each day.
* Assist Youth and fellow colleagues to the best of their ability.
* Take responsibility for their choices and actions.
* Act in a safe and careful manner at all times.
* Represent the organization and its Youth or affiliates in a positive manner.
* Keep confidential information private.
* Use company resources and property as intended.
* Ask for clarification and guidance when unsure about an action or decision.

Employees will:

* Refrain from remaining on RYSE premises for extended periods after their shift has ended, unless required for necessary work-related reasons or with prior supervisor approval.
* Limit socialization with oncoming staff to brief and appropriate exchanges during shift handovers, minimizing disruptions to the work environment.
* Maintain professional boundaries and confidentiality while on RYSE premises, avoiding behaviors that could be perceived as unprofessional or create a perception of favoritism.
* Avoid accessing restricted areas or utilizing RYSE resources for non-work-related purposes, and ensure their presence does not contribute to unnecessary utility costs or facility wear and tear.
* Follow RYSE's safety policies and procedures, remaining responsible for their own safety and the safety of others, and report any injuries or accidents to their supervisor as soon as possible.

RYSE will not tolerate:

* Discrimination, harassment, bullying, or violence of any kind.
* Illegal or criminal behavior, including but not limited to stealing, damaging property, or possessing illegal substances or items.
* Any type of lewd or unsafe behavior or unethical conduct.
* Showing up for work under the influence of any substance that impairs judgment or hinders safety, whether that substance is legal or not.
* Insubordination.
* Competing with the organization or using company information or intellectual property for personal gain.
* Intentionally behaving in any untrustworthy manner, such as misrepresenting the company or its program/ services, or prices to youth or the public, whether in person or via social media channels.
* Engaging in any horseplay or activities that cause unnecessary risk at work or at any approved worksites.

EDUCATION AND TRAINING

RYSE will provide education and training to ensure employees understand their obligations and responsibilities when it comes to ethical conduct, safe practices, and respectful behavior.

CORRECTIVE ACTION

Employees who do not comply with the expectations set out in this Code of Ethics will be dealt with through corrective action, which may include termination of employment.