



EMPLOYEE-VOLUNTEER INTEGRITY POLICIES

Speak Up Board members, employees and volunteers (referred to below as "worker" or "workers") are required to understand and abide by the following policies:

- (1) **CULTURE** Workers will work hard to understand and humbly abide by local cultural norms. We will be wise and act with integrity in our interactions with others, particularly members of the opposite sex, keeping in mind local cultural expectations.
- (2) **MINORS** No worker will engage in any sexual conduct or conversation with a minor. Those workers tasked with counseling minors will discuss with their supervisor how to handle such discussions if they are necessary. Any worker will immediately report to their supervisor any information learned about child abuse or crimes against any minor, and otherwise keep such information confidential.
- (3) **PROPRIETY** Male workers in their work capacity will never be alone in a room with one minor child. All workers will avoid any situations which could lead anyone to question the propriety of their behavior, particularly involving children.
- (4) **PROSTITUTION** No worker will be a consumer of prostitution or any similar form of sex industry. Workers who are engaged in investigations into prostitution-related situations will have all such activity authorized and monitored by their supervisor.
- (5) **HONESTY** Workers will act with integrity and honesty in all financial dealings, personal or professional. Speak Up will not be involved in any form of bribery. Workers are expected to act with integrity and professionalism in all their dealings, both personal and professional.
- (6) **ASSUMED RISKS** Workers voluntarily assume the risks and dangers of working in a potentially dangerous situation. Speak Up supervisors will advise workers of the reasonably foreseeable dangers of the work, and will take appropriate measures to reduce potential risks and dangers to employees and volunteers whenever possible.
- (7) **CONFIDENTIALITY** All information regarding Speak Up's casework, including stories and pictures of children, are the property of Speak Up and shall remain confidential. Any exceptions to this policy must be explicitly approved by the supervisor in charge of the local country office.
- (8) **CHARACTER** Workers will work and serve with courage and humility, giving their all to provide excellent service to the poor.
- (9) **BACKGROUND CHECK** All workers who will either travel internationally or be involved in Speak Up's finances will fulfill our LIFESCAN background check requirements prior to the start of their work or volunteer service with Speak Up. Please consult your supervisor to initiate the LIFESCAN procedures.

PLEASE HANDWRITE THE FOLLOWING SENTENCE AND SIGN BELOW:

"I agree to abide by Speak Up's Integrity Policies and understand that my role with Speak Up may be terminated if I violate these policies. I voluntarily agree to accept the risks and dangers associated with working with Speak Up."

Employee/Volunteer Printed Name

Employee/Volunteer Signature

Date