

THE DESENS HOUSE CODE OF ETHICS



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Message from Jonathan Evans

The Desens House is a faith-based, community driven model of drug addiction recovery dedicated to transforming and restoring broken lives.

A single life can have a domino effect of transformation for an entire community. The Desens House is dedicated to helping women in recovery from addiction rebuild and lead independent lives while discovering hope and freedom. Transformation begins with a solid foundation of stable and supportive relationships, and is sustained through the opportunities of growth that come from mentorship, encouragement, education, skills building and vocational training.

Walking through the journey of recovery with women in this community and helping them develop networks of healthy, safe and supportive relationships.

As a wrap around community of support, our goals are to connect women in recovery with the resources that exist in this community, while providing a vibrant recovery community of stable supportive relationships. As we connect women to individuals, classes and resources they become more effective at living healthy sober lifestyles.

(signature)

[MD/CEO/Founder/Owner]

INTRODUCTION

The Desens House Mission

The Desens House is dedicated to setting generations free from addiction, one life at a time. Rooted in Christian principles, we believe that every person, created in the image of God, deserves kindness, dignity, and respect.

Ethical Framework

To fulfill our mission, we are committed to upholding the highest ethical standards. Our Code of Ethics provides a framework for all our actions, guiding our decision-making, policies, and behaviors. This code ensures that we treat every individual with compassion and respect, and that we operate with integrity and transparency.

ETHICAL PRINCIPLES & DECISION MAKING

The following ethical standards are based on the principles and values that underpin The Desens House's mission. They apply to employees, administrators, volunteers, consultants, board members, and donors. These standards guide our work and communicate our commitment to serving those in need. While this code addresses many areas, it may not cover every situation. In such cases, we will apply the spirit of the code and may update it as necessary.

- Truthfulness: We will always be transparent and accountable in our work and communications.
- Freedom: We respect the right of all individuals to live freely and authentically.
- Justice: We strive for a just society where all people have the opportunity to reach their full potential.
- Love: Love is the foundation of our work and interactions with others.

And we will conduct ourselves with:

1. Integrity and Honesty:
 - Always act with honesty and integrity.
 - Be truthful in all communications.
 - Avoid conflicts of interest.
2. Respect for Others:
 - Treat all individuals with dignity and respect, regardless of their background or beliefs.
 - Promote fairness and equity in all interactions.
 - Stand up for the rights of the oppressed.
 - Seek justice, but also mercy.
 - Maintain confidentiality.
3. Responsibility and Accountability:
 - Take ownership of your actions and their consequences.
 - Fulfill your commitments and responsibilities.
 - Be accountable for your decisions and behaviors.
4. Reliability and Trustworthiness:
 - Be dependable and reliable.
 - Keep promises and commitments.
 - Build trust through consistent actions and open communication.
5. Lawfulness:
 - Adhere to all applicable laws, regulations, and policies.
 - Avoid illegal or unethical behavior.

1. RESPONSIBILITY TO CLIENTS

1.01 Informed Consent

a) Consent:

- Clients will be informed about the purpose of the service and the role of staff.
- Clients will have the opportunity to ask questions and gain a clear understanding of the services provided.

b) Decision-Making Information:

- Potential clients will receive all necessary information to make informed decisions.
- This includes the benefits, risks, and potential harms of the service, as well as the consequences of not engaging in the service.
- Mandated reporting requirements will also be disclosed.

d) Consent for Recording and Use of Materials:

- Staff must obtain written informed consent from clients before audio-taping, videotaping, or photographing them.
- Consent is also required for the use of client cases, materials, or photos in websites, promotional materials, or training, including observation of services.

1.02 Client Rights

a) All staff are expected to respect the dignity and worth of all persons served at all times.

b) Clients shall be informed of their rights and responsibilities as clients of The Desens House.

c) All clients have the right to confidentiality and to privacy.

1.03 Boundary Issues

a) Staff are expected not to engage in sexual harassment, or to exploit clients, students or supervisees or to engage in sexual intimacies with clients.

c) Staff are expected to not discuss with clients, anything regarding conflicts between themselves and colleagues.

1.04 Beginning of Client Relationship

a) Staff are expected to follow the criteria and conditions set by agency policy in accepting clients for service at The Desens House

b) Staff are expected to engage persons served from a person-centered philosophy, involving them in all aspects of care toward realizing their goals.

c) Staff are expected to represent themselves, their qualifications and their skills truthfully in all relationships.

1.05 Confidentiality

The Desens House is committed to protecting sensitive information. We will implement appropriate technical security measures and expect our staff to uphold these standards.

Proprietary Information:

- All non-public information that could harm the organization or its stakeholders must be treated as confidential.

- Staff must not use or disclose non-public information for personal gain or to influence the market.

Intellectual Property:

- We will respect the intellectual property rights of others.
- We will not acquire or use trade secrets or other confidential information through improper means.
- We will not engage in unauthorized use, copying, distribution, or alteration of software or other protected intellectual property.

a) All staff are expected to respect the privacy of all persons served and shall, in accordance with all regulatory requirements, confidentially maintain all information obtained except as permitted by law or professional ethics.

b) The Desens House will develop procedures to assure that all staff persons are aware of any limits of confidentiality and to inform persons served of any pertinent laws and/or limitations.

1.06 Release of Information

a) Client Access to Records:

- Staff will provide clients with reasonable access to their records at appropriate times.
- Access may be limited based on legal standards or professional judgment.

b) Release of Client Information:

- Staff will adhere to agency policies, state, and federal regulations regarding the release of client information.
- Information will only be released to third parties with the client's consent.

1.07 Quality Service/Competence

a) All staff are expected to provide services within the scope of their training and expertise, and will be consistent with the best practice for the needed care.

b) The Desens House is expected to continually evaluate the quality-of-service delivery to clients in an effort to improve the services delivered and to maximize client outcomes.

1.08 Duty to Warn/Duty to Protect/Duty to Report

a) Agencies are expected to be aware of federal, state and local laws that requires professional staff to warn/protect third parties from harm that may be perpetrated by a client(s) in their care, and make agency policies and procedures for warning potential victims available to all staff.

b) Agencies shall have policies available to all staff that describes legal statutes/regulations that require staff to report alleged or suspected incidents of abuse and/or neglect of protected groups, and procedures for reporting.

1.09 Best Interest of Client

a) All staff are expected to demonstrate a genuine concern for the best interests of all persons served.

b) All staff are expected to focus their intervention efforts on assisting and empowering clients to help themselves in so far as possible.

c) Agencies are expected to strive, in all of their services, to be client-centered and client-directed consistent with the ethical principles of social responsibility and authentic autonomy.

1.10 Non-Discrimination

a) The Desens House shall not engage in harassing or discriminatory behaviors against individuals served or refuse services to individuals on the basis of race, color, creed, gender, sexual orientation, religion, disability or nationality.

1.11 Religious Identity

a) While The Desens House respects the religious beliefs, values and identities of all individual clients, staff, volunteers and board members, the identity of The Desens House is clearly Christian. As such, agencies adhere to the social and moral teachings of the Christian Faith.

b) While indicating the ethical standards of The Desens House, and those services not provided by The Desens House, staff shall provide services for clients in accord with professional standards applicable to the situation.

1.12 Conflicts of Interest

Our decisions shall be based on objective and fair assessments avoiding the possibility of any improper influence. A "conflict of interest" exists when an employee's personal interest (that can be linked to e.g. friends, family, or customer, competitor, supplier, contractor entity, as well) interferes or potentially interferes with the best interests of The Desens House. Determining whether a conflict of interest exists is not always easy to do, thus anyone with a conflict-of-interest question should seek advice from management.

Conflicts of interest could arise:

- Being employed (you or a close family member) by, or being in economic relation with an actual or potential customer, competitor, supplier or contractor.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for another company or organization.
- Owning or having a substantial interest in a customer, competitor, supplier or contractor.
- Having a personal interest, financial interest or potential personal gain in any company transaction.

If co-workers become involved in personal relations with each other, the onus is on the senior employee concerned to bring this to the attention of his or her manager to confirm that there is no conflict of interest, nor will a conflict of interest arise.

All agency personnel (board, administrators, professional staff, direct service staff, volunteers and other agency staff persons) are expected to be alert to and to avoid conflicts of interest that jeopardize the care of persons served and that interfere with the staff's delivery of services.

1.13 Referrals

a) Staff are expected to refer clients to other providers when the needs of the client can best be served through an alternative source/alternative provider subject to the limitations of 1.12.

b) Staff are expected to provide for appropriate and comprehensive transition for any and all referred clients.

1.14 Termination of Service

a) Staff are expected to terminate services when these services are no longer required or cannot be appropriately provided.

b) Steps will be taken for an orderly transition for persons served to aftercare and/or alternative services when indicated.

2. BOARDS/GOVERNANCE

2.01 Corporate Integrity

a) Code of Ethics:

- Board members are expected to approve The Desens House Code of Ethics and regularly review its implementation.

b) Organizational Documents:

- Board members are expected to periodically review the Articles and Bylaws of the corporation to ensure compliance with state, federal, and IRS regulations.

d) Ethical Decision-Making:

- Board members are expected to exercise their authority in alignment with the moral and social teachings of the Christian faith.

e) Fiduciary Duty:

- Board members must act in the best interest of the corporation and fulfill their duties as outlined in the organizational documents.

f) Personal Gain:

- Board members must not use their position for personal gain.
- All transactions with individuals or organizations must be in the best interest of the corporation.

g) Asset Stewardship:

- Board members must ensure that all corporate assets are used for charitable purposes in accordance with legal and organizational guidelines.

2.02 BOARD OF DIRECTORS AUTHORITY AND RESPONSIBILITIES

The Desens House Board of Directors is responsible for managing the corporation's affairs in accordance with its organizational documents. The Board must integrate Christian moral and social teachings into all decision-making.

a) Independent Judgment:

- Board members must exercise independent judgment in the best interest of the corporation, free from personal, financial, or professional conflicts.

b) Meeting Attendance and Preparation:

- Board members must prepare for and attend board meetings regularly.

c) Executive Director Evaluation:

- The Board must evaluate the Executive Director's performance as outlined in the Personnel Policy Handbook.

d) Compensation Review:

- The Board must periodically review and compare the Executive Director's compensation with similar organizations.

e) Professional Services and Contracts:

- The Board must periodically review the corporation's processes for engaging legal, accounting, and other professional services, as well as the procurement of major contracts, to ensure cost-effectiveness and quality.

f) Program Evaluation:

- The Board must regularly assess the quality and effectiveness of the corporation's programs in meeting community needs.

g) Confidentiality:

- Board members must maintain confidentiality of information shared during meetings to protect the interests of staff, clients, programs, and The Desens House.

2.03 FIDUCIARY DUTY

Board members have a fiduciary duty to act in the best interest of the corporation. To fulfill this duty:

a) Duty of Care:

- Board members must prepare for meetings, monitor board practices, and stay informed about the corporation's mission, values, and community needs.

b) Compliance:

- Board members must ensure that the corporation complies with all relevant regulations and standards.

c) Duty of Loyalty:

- Board members must exercise independent judgment and protect the corporation's interests.
- Board members must avoid using their position for personal gain.

d) Conflict of Interest:

- Board members must annually disclose any potential conflicts of interest and avoid transactions that could benefit them personally.

e) Reporting Mechanism:

- The Board must establish a process for employees to report discrimination, harassment, or other misconduct without fear of retaliation.

f) Duty of Obedience:

- Board members must adhere to the corporation's purposes and ensure that its activities align with its organizational documents.

g) Joint Ventures:

- The Board must monitor joint ventures to ensure they align with the corporation's mission and comply with legal requirements.

2.04 FINANCIAL ACCOUNTABILITY

a) Mission Focus:

- The Board must ensure that the corporation's funds are used to achieve its mission and purposes.

b) Financial Reporting:

- The Board must receive regular, clear financial reports that detail the allocation of funds for services, investments, and administrative expenses.

c) Financial Oversight:

- The Board must regularly review the work of accountants and auditors and conduct financial reviews or audits as appropriate.

d) Financial Procedures:

- The Board must ensure that management maintains adequate procedures for the receipt, deposit, and disbursement of funds.

e) Contract Revenue Oversight:

- The Board must require management to monitor the quality of services and the accountability of revenue from contracts.

f) Financial Review:

- Board members must individually and collectively review the corporation's financial audit and Form 990.

3. EXECUTIVE DIRECTOR/ MANAGEMENT TEAM RESPONSIBILITIES

3.01 Ethics Leadership

a) Employee Orientation:

- The Executive Director/Management Team will ensure that the Code of Ethics is introduced during the hiring process and new employee/volunteer orientation.

c) Leadership by Example:

- The Executive Director/Management Team will model ethical behavior and decision-making in their personal and professional lives.

d) Employee Training:

- The Executive Director/Management Team will provide regular training on ethical behavior and decision-making for all employees and volunteers.

e) Ethical Decision-Making Mechanisms:

- The Executive Director/Management Team will establish mechanisms, such as Ethics Committees or consulting with ethics experts, to support ethical decision-making.

f) Transparency and Integrity:

- The Executive Director/Management Team will promote transparency and integrity in the organization's operations and ensure that policies and procedures reflect the values of respect and openness.

g) Prevention of Discrimination:

- The Executive Director/Management Team will take steps to prevent and eliminate discrimination in all aspects of the organization's governance, management, employment, programs, and services.

3.02 Organizational Renewal and Development

The Executive Director/Management Team, in collaboration with the Board and staff, will engage in ongoing processes to ensure the organization's integrity, renewal, and development.

a) Training and Development:

- The organization will provide orientation and ongoing development opportunities for all staff, board members, and volunteers to reinforce the mission and values of The Desens House.

b) Compliance and Accountability:

- The organization will implement processes to ensure compliance with regulations and industry standards, including regular financial and program audits.

c) Continuous Improvement:

- The organization will engage in strategic planning, continuous quality improvement initiatives, and staff development opportunities to enhance its effectiveness.

3.03 Staff Competence

The Executive Director/Management Team will ensure that human resource policies and procedures promote staff and volunteer competence at all levels.

a) Job Descriptions:

- Clear and comprehensive job descriptions will outline the minimum qualifications and responsibilities for each position.

b) Performance Evaluation:

- Annual performance evaluations for all staff and volunteers will include:
 - Assessment of alignment with The Desens House's mission, values, and ethics
 - Review of previous performance objectives and feedback on performance
 - Establishment of performance expectations for the next evaluation period
 - Identification of areas for improvement and training needs
 - Opportunity for staff input on the evaluation process and resolution of concerns
 - Provision of a written copy of the evaluation to the employee

c) Credentialing and Licensing:

- The Desens House will ensure compliance with all credentialing, licensing, and certification requirements for professional staff.

d) Professional Development:

- The Desens House will provide orientation and ongoing professional development opportunities for all staff to support their growth and enhance service quality.

e) Regulatory Compliance:

- The Desens House will adhere to all state and local regulations governing the services it provides.

3.04 Technology

a) Technology for Supervision:

- The Executive Director/Management Team will promote the appropriate use of technology for supervising staff and volunteers and for internal communication.

b) Data Privacy and Security:

The Desens House is responsible for the security, protection and for the economic use of company resources. Resources, including time, material, equipment and information are provided for legitimate business use only. Occasional personal use is permissible as long as it is lawful, does not affect job performance or disrupts workplace morale.

All staff is obliged to follow appropriate security measures and they should treat company property, whether material or intangible, with respect and shouldn't misuse company assets or use it carelessly.

- The Executive Director/Management Team will implement policies and practices to protect client and staff privacy in The Desens House's use of technology.

c) Client Confidentiality:

- The Desens House will take all necessary measures to protect client confidentiality. In cases of doubt, The Desens House will prioritize client and staff confidentiality.

05 Board Communications/Relationships

a) Board Communication:

- The Executive Director will provide timely and accurate information to the Board to enable effective governance.

b) Advisory Board Communication:

- The Executive Director/Management Team will communicate openly and honestly with any advisory boards to maximize their effectiveness.

3.06 Alternative Sources of Revenue

a) Mission Alignment:

- When seeking alternative revenue sources, the ED/Management Team must ensure that they align with The Desens House's christian identity and mission.

b) Ethical Guidelines:

- The Desens House will choose revenue sources and partnerships that align with christian moral and social teachings.

c) Ethical Partnerships:

- The Desens House will ensure that partnerships and contracts uphold its ethical standards.

4. STAFF/VOLUNTEER/AGENCY RELATIONSHIPS

4.01 Non-Discrimination

- The Desens House will take steps to prevent and eliminate discrimination in all aspects of its operations, including employment, program services, work assignments, and promotions.

4.02 Supervision

a) Supervisor Qualifications:

- Supervisors must be dedicated to The Desens House's mission and possess the necessary skills and knowledge to effectively fulfill their supervisory responsibilities.

b) Ongoing Professional Development:

- Supervisors must stay current with developments in service delivery and supervisory practices.

c) Regular Supervision:

- Supervisors must meet regularly with supervisees and establish clear procedures for handling emergencies.

d) Confidentiality:

- Supervisors must maintain confidentiality within the supervisory relationship, while also clarifying its limits.

e) Professional Boundaries:

- Supervisors must avoid dual relationships with supervisees. The supervisor will not combine the supervisory role with other roles, such as friend or counselor, and the supervisor will not provide personal counseling to the supervisee.

f) Supervisor Responsibility and Evaluation:

- Supervisors are responsible for the quality of services provided by their supervisees.
- Evaluations should be fair, objective, and conducted through open dialogue.

g) Performance Evaluation:

- Annual performance evaluations should include:
 - Alignment with The Desens House's mission, values, and ethics
 - Review of previous performance objectives and feedback
 - Setting of goals for the upcoming year
 - Identification of training and professional development needs

h) Professional Boundaries:

- Supervisors must not use the supervisory relationship for personal gain.
- The Desens House should have a process for staff to report concerns about conflicts of interest or boundary violations.

4.03 Responsibility of the Supervisor to the Organization/Administration

The supervisor is expected to share with organizational leadership/administration information that could place agency staff, clients or other persons at risk or that could seriously impede the mission of The Desens House.

4.04 Mutual Responsibility of Organization and Staff

Employment with The Desens House involves the development of a mutual relationship between the organization and the individual staff member that is guided by the values of respect, openness and transparency.

4.05 Staff Responsibility to Organization

a) Mission and Values:

- Staff must uphold The Desens House's mission, values, and ethics in all aspects of their work.

b) Professional Development:

- Staff must participate in agency-provided training and seek out opportunities for ongoing professional development.

c) Effective Communication and Stewardship:

- Staff must communicate effectively with colleagues, clients, and the community, and be responsible stewards of The Desens House's resources.

d) Honesty and Integrity:

- Staff must avoid any dishonest or fraudulent behavior.

e) Personal and Professional Distinctions:

- Staff must clearly distinguish between their personal beliefs and actions and those of The Desens House.

4.06 Colleague Relationships

a) Respectful Collaboration:

- Staff must treat colleagues and colleagues from other agencies with respect, fairness, and courtesy.

b) Collaborative Practice:

- Staff must collaborate with colleagues and utilize complementary services to best serve clients.

c) Confidentiality:

- Staff must respect the confidentiality of information shared by colleagues.

d) Professional Conduct:

- Staff must avoid involving colleagues or clients in personal disputes.
- Negative comments about colleagues, including those based on personal characteristics, are prohibited.

e) Client Referrals:

- Staff must ensure a smooth transition when referring clients to other providers.

f) Professional Boundaries:

- Staff must not assume responsibility for clients of other agencies or colleagues without proper communication.

g) Confidential Consultations:

- When consulting with colleagues about clients, staff must only share necessary information and protect client confidentiality.

h) Client Termination:

- Staff must provide a responsible termination process and disclose pertinent information only with the client's consent or as legally required.

i) Client Solicitation:

- Staff must not solicit clients from other providers.

j) Reporting Impairment or Unethical Behavior:

- Staff who are concerned about a colleague's impairment or unethical behavior should first address the issue informally with the colleague.
- If informal resolution is unsuccessful, staff should follow the formal reporting process.

k) Protection from Retaliation:

- Retaliation against staff who report concerns in good faith is prohibited and may result in disciplinary action, including termination.

4.07 Team Relationships

a) The staff person who is a member of an interdisciplinary team within The Desens House, or is a member of a team in or with another community agency, is expected to actively participate and contribute to decisions that affect the welfare of clients served. Obligations of the team as a whole and of the individual member shall be clearly established.

b) The decision-making process of the team should be clarified, and it should be understood that an individual member may withdraw from a decision which may be considered by the member to be contrary to the wellbeing of the client or contrary to the values and ethics of the member's profession or the organization.

4.08 Organization's Relationship to Volunteers

a) Mission and Values:

- Volunteers must support The Desens House's mission, values, and ethics in their work.

b) Volunteer Program Planning:

- The Desens House must develop a plan for utilizing volunteers to complement the work of paid staff.

c) Volunteer Support:

- The Desens House must provide volunteers with the necessary resources to be effective.

d) Volunteer Standards and Accountability:

- Volunteers must adhere to the same standards, policies, procedures, and accountability measures as paid staff.

e) Volunteer Recruitment and Placement:

- Volunteers must be interviewed, screened, and placed in roles that match their skills and abilities.
- Background and reference checks may be conducted as appropriate.
- Volunteers should receive a job description outlining their expectations.

f) Volunteer Training and Development:

- Volunteers must participate in training and development opportunities to understand The Desens House's mission, values, and ethics.

g) Volunteer Coordination and Supervision:

- The Desens House must designate individuals to coordinate, train, and supervise volunteers.

h) Volunteer Recognition:

- The Desens House must recognize volunteers for their contributions.

i) Volunteer Ethics:

- Volunteers must not use their position to receive preferential treatment for themselves or others.

6. RESOURCE DEVELOPMENT/ FUNDERS/INVESTMENTS

6.01 Public and Private Contractors

When entering into contracts for the provision of services, The Desens House will:

a) Fair Pricing: Provide reasonable services at fair costs.

b) Mission Alignment: Ensure that all contracts align with The Desens House's mission.

c) Fair Labor Practices: Require that contractors provide fair wages and working conditions for their staff.

d) Client-Centered Contracts: Prioritize contracts that meet the needs of clients.

6.02 Foundations/Corporations/Grant Making Bodies

a) Diverse Funding Sources:

- The Desens House will seek funding from a variety of sources.

b) Ethical Funding:

- The Desens House will only accept funding that aligns with its moral values and mission.

c) Conflict of Interest Disclosure:

- The Desens House will disclose any potential or actual conflicts of interest.

d) Compliance with Funding Requirements:

- The Desens House will comply with all reporting requirements of funding sources.

e) Contract Oversight:

- The Desens House's board and management will establish written agreements with outside contractors and monitor their performance.

6.03 Fundraising and Marketing Activities

a) Accurate Representation:

- The Desens House will accurately represent itself, its mission, and the intended use of funds in all marketing and solicitation materials.

b) Client Protection:

- The Desens House will not exploit clients in fundraising or marketing efforts.

c) Informed Consent for Publicity:

- The Desens House will obtain written consent before using photos or recordings of individuals in marketing materials.

d) Restricted Fund Management:

- The Desens House will maintain separate accounting records for restricted funds and use them for their intended purposes.

e) Changes to Restricted Funds:

- The Desens House will obtain explicit donor consent before changing the use of restricted funds.

f) Donor Gratitude:

- The Desens House will express gratitude to all donors, regardless of the donation amount.

g) Transparent Accounting:

- The Desens House will maintain transparent and accurate records of all donated funds.

h) Donor Acknowledgement:

- The Desens House will issue written acknowledgments for monetary gifts, as required by IRS regulations.

i) Donor Information Security:

- The Desens House will protect donor payment and financial information from theft.

j) Donor Confidentiality:

- The Desens House will keep donor information confidential.

k) Cost-Effective Fundraising:

- The Desens House will analyze marketing costs to ensure efficiency and effectiveness.

l) Prioritizing Client Services:

- The Desens House will balance marketing costs with the need to maintain quality client services and staff salaries.

m) Fair Compensation for Fundraising Staff:

- Fundraising staff will not receive commission-based compensation or finders' fees.

n) Legal and Regulatory Compliance:

- The Desens House will comply with all local, state, and federal regulations governing fundraising activities.

o) Transparent Partnerships:

- The Desens House will be transparent in its relationships with sponsors, underwriters, and vendors.

6.04 Investments

a) The Desens House is expected to ensure that any and all investment instruments used by The Desens House are screened for their consistency with The Desens House mission and vision.

b) The Desens House is expected to have a written investment policy which is regularly reviewed by its governing body.

6.05 Bookkeeping, true reporting and financial integrity

The Desens House books, records, accounts and financial statements must be maintained in appropriate detail, must truly and properly reflect our transactions. We condemn all forms of money laundering, so we are committed to do business with partners involved in legitimate business activities with funds derived from legitimate sources.

We commit ourselves to fair taxation and to avoid all tax evasion practices, including such as failing to issue receipt or accounting fake expense invoices.

All staff must follow accounting procedures, ensure that business transactions are recorded and documented appropriately and make certain that all disclosures made in financial reports are full, honest, accurate, timely and understandable. All staff must not improperly influence, manipulate or mislead any audit.

7. ANTI-CORRUPTION

The Desens House strongly condemns all forms of corruption and bribery. The Desens House will not, directly or indirectly, offer, promise, give, ask for, solicit, or accept any unfair advantage or benefit to obtain, retain, or facilitate business. This includes any form of bribery, such as cash, gifts, or favors.

We also prohibit the misuse of position or authority to improperly influence decisions or gain unfair advantages.

Any act of corruption or bribery, whether offering, accepting, or facilitating, is considered serious misconduct and will not be tolerated.

Our staff must account for all benefits received and must not engage in any corrupt behavior.

8. ANTI-FRAUD

Fraud – the act or intent to cheat, steal, deceive or lie – is both unethical and, in most cases, criminal. Fraud in every form, (including e.g. submitting false expense reports; forging or altering financial documents or certifications; misappropriating assets or misusing company property; making any untrue financial or non-financial entry on records or statements) is prohibited.