PRAESIDIUM

Praesidium Accreditation Reviewer

Code of Conduct

The Code of Conduct outlines specific expectations of Accreditation Reviewers.

Praesidium Accreditation is a standardized, consistent, and objective process that allows organizations to publicly demonstrate their commitment to abuse prevention. Praesidium believes every organization should have the opportunity to become accredited and is committed to preventing abuse and protecting organizations.

Acting as an Accreditation Reviewer not only plays a pivotal role in fulfilling the mission and vision of Praesidium Accreditation, but it also provides an opportunity for relevant professional development for you. Reviewers serve as representatives of Praesidium when working with organizations seeking accreditation and are expected to maintain professional conduct at all times.

ACCREDITATION REVIEWERS ARE EXPECTED TO:

- Case confidentiality of any information they learn during an organization's accreditation process.
- Conduct themselves in a professional manner, including wearing appropriate business attire while on site.
- Participate in ongoing training.
- Keep their focus within the scope of the Praesidium Accreditation Standards.
- Assess information critically and fairly.
- Report all findings in an honest and fair manner.
- Maintain professional boundaries with clients.
- Maintain professional boundaries with fellow reviewers and Praesidium employees.
- Accreditation Reviewers should not:
    - Engage in consultation agreements with organizations seeking accreditation.
    - Allow any personal preferences or biases to impact the accreditation process.

- Request or accept any compensation in any form, including gifts, from an organization seeking accreditation.
- Take any photographs or making any posts on social media referencing an organization without obtaining the express permission of the organization first.
- Copy any information or borrow ideas from an organization without obtaining the express permission of the organization first.
- Answer or take any phone calls while engaged in a visit. If you must check messages, coordinate with your Accreditation Specialist when brief, private breaks can be taken.

Praesidium maintains a policy of non-discrimination with respect to all employees and contractors. Any employee or contractor who engages in discrimination will be subject to discipline up to and including immediate discharge. Praesidium is committed to taking all reasonable steps to prevent discrimination from occurring.

Praesidium is committed to providing and maintaining a workplace free from any type of harassment on the basis of a legally protected characteristic of any employee or contractor. Praesidium's policy prohibits harassment of employees, contractors, and clients. In keeping with this commitment, Praesidium will not tolerate harassment by anyone, including any client, supervisor, co-worker, contractor, or vendor of Praesidium.

Accreditation Reviewers believing they have been harassed or discriminated against, or who are aware of the harassment or discrimination of someone else, must provide a written or verbal report to the Director of Accreditation or the President & CEO as soon as possible.

Praesidium believes employees and contractors have valuable thoughts and insights to share regarding Praesidium's workplace and operation. Accordingly, Praesidium encourages employees to share opinions, suggestions, concerns, questions, and/or grievances with the organization.

Contractors may direct their opinions, suggestions, concerns, and/or questions to the Director of Accreditation or the President & CEO.

Accreditation Reviewers who do not comply with the above code of conduct will be subject to discipline, which may include termination.