



CODE OF CONDUCT

SPINAL CORD INJURY SUPPORT GROUP (SCISG)

Organizational Code of Conduct:

The Organization (SCISG) and its members must, at all times, comply with all applicable laws and regulations. The Organization will not sanction any illegal activities and unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery.

General Member Conduct:

The Organization expects its members to conduct themselves as upstanding citizens when displaying its name or logo. Drinking, gambling, fighting, swearing, and similar unbecoming activities are strictly prohibited during meetings, at events or while representing SCISG. Members must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in a area, or accessing inappropriate materials on their computers, tablets, or cell phones (internet, email or through social media). Members must behave in a manner that is in the best interest of the organization as a whole.

Conflicts of Interest:

The Organization expects that members will perform honestly, and in accordance with the best interests of the Organization. Members must not use their positions or the knowledge gained as a result of their positions for private or personal gain. If any member feels that a conflict of interest is possible in their role as a member of SCISG, they are required to communicate the possibility of conflict with the SCISG board/management.

Organization Funds and Other Assets:

Employees who have access to Organization funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in SCISG policies and procedures or other explanatory materials. The Organization imposes strict standards to prevent fraud and dishonesty. If members become aware of any evidence of fraud and dishonesty, they should immediately advise SCISG management.

When a members position requires spending SCISG funds or incurring any reimbursable personal expenses, that individual must use good judgment on SCISG behalf to ensure that good value is received for every expenditure. No member shall use SCISG funds or SCISG assets for personal gain or benefit.

Organization Records and Communications:

Accurate and reliable records are necessary to meet SCISG legal and financial obligations. SCISG books and records must reflect all business transactions. The members responsible for accounting and recordkeeping must fully disclose and



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record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Members must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Privacy and Confidentiality:

When handling financial and personal information about members, donors, or others with whom SCISG has dealings, members must observe the following principles:

- Collect, use, and retain only the personal information necessary for SCISG business.
- Retain information only for as long as necessary or as required by law.
- Protect the privacy and security of any information obtained.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information.
- Use only personal information for the purposes for which it was originally obtained.
- Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

Members uncertain about the application or interpretation of any legal requirements should refer the matter to any member of their Chapter's Executive Committee, the Foundation Chapter, or SCISG Board of Directors, who, if necessary, should seek appropriate legal advice.