

## **Serving Our Community**

Liberia Build Project is a non-profit organization with a desire to help its growing community of immigrants and nonimmigrant's population by providing services in areas such as after school tutoring for elementary and junior high school students. It also embarks on senior citizen programs such as day care and housing, English as a second language, citizenship classes, medical assistance, and legal aid services, housing assistance and relocation, newsletter. The organization serves deserving members with free storage for 90 days.

We pride ourselves on the basis of being action oriented and addressing the needs and concerns of consumers on a timely basis guided by the principle of fair play and equality. We also work with consultants and other organizations on issues that are beyond the scope of Liberia Build Project.

We strive to meet the needs of our youth and seniors, recognizing that we are a growing community of immigrants and our needs have become endless. A timely, honest response is necessary.

We also have an open door policy in order to make our office useful to all our community members regardless of race, sex, sexual orientation, or religious affiliation. However, proper background checks are necessary to ensure that individual(s) receive help from our organization are qualified based on State and Federal guidelines.

## **II. Shared Basic Human Dignity and Value**

Our organization teaches respect for individual differences, teamwork and promotes a peaceful work environment. Because we are a diverse culture, we expect each individual member and volunteer to do his or her part in promoting a culturally neutral work place that is respectful, free of harassment and intimidation, bias and discrimination of any kind. We encourage members to report immediately any of the above listed events to the Executive Director, Board of Directors, or immediate supervisor. Any incident will be dealt with appropriately in order to maintain a peaceful work environment.

### **A. Equal Opportunity for All Volunteers and Members**

We will try to address issues on a case-by-case basis based also on priority of needs. We do not offer assistance to our community members on the basis of tribal affiliation, race, religion, color, national origin, pregnancy status, sex, age, mental status, medical condition, disability, ancestry or sexual orientation. We honor local and Federal laws as related to American with Disability Act.

### **B. Zero Tolerance for Any Form of Harassment and Discrimination**

Liberia Build Project strictly prohibits any form(s) of unlawful discrimination or harassment as listed in part A. Our zero tolerance policy applies to all volunteers, members and Board Members, independent contractors, other professional service provided. Because we all know harassment can come in many form, we prohibit any individual harassment including visual, physical or verbal harassment. Liberia Build Project does not condone any form of sexual harassment.

Too often people are subjected to a) unwanted conduct that has a negative effect that will substantially interfere with individual performance; and intimidation, hostile or offensive working environment b) such conduct as explicit or implicit or condition; or c) unwanted sexual advances and request for sexual favors.

We encourage members and anyone providing service for Liberia Build Project who has been exposed to such harassment to report such matters for further investigation of said complaint(s) with necessary action to follow. All members of Liberia Build Project are obligated to report anyone immediately who is observed to be involved in harassment of any kind.

Because members might be fearful of reporting events for fear of retaliation, the proper authority of Liberia Build Project Management will take appropriate disciplinary action if complaint of retaliation is proven or substantiated. This action may include but not limited to suspension, verbal or written warning, or dismissal.

### III. **Alcohol and Drug Use**

Except for prescribed medical treatment or approved celebrations whereby its use does not lead to poor performance, inappropriate behavior causing harm to others. Alcohol and drug use on any property of Liberia Build Project is considered to be incompatible to the wellbeing and prosperity of our organization.

Any member suspected to be or noted to be under the influence of any substance (alcohol or drug) while providing services for Liberia Build Project or creating an unsafe environment for his or her co-worker will be faced with disciplinary action that may include civil or criminal penalties, and termination in certain situations.

Anyone applying to become a member/volunteer of Liberia Build Project will be subjected to criminal background check; encourage members and volunteer to report any prior conviction of any criminal or drug statute conviction.

Liberia Build Project absolutely prohibits the sale, use or manufacturing; purchase distribution of any controlled substance and illegal drugs on its premises. Our goal is to provide a safe and conducive environment for all our members and volunteers and service providers.

### IV. **Safety and Security/Workplace Violence – Weapons/Chemicals**

As indicated in previous paragraphs, Liberia Build Project is committed to providing a safe work environment for all its volunteers, members and service providers. Under no condition should anyone visiting our property or any member or volunteer be allowed to bring any kind of weapon or threaten others with harm. We encourage our members, volunteers, and visitors to report any suspicious activity or any violence to the office of the Executive Director or Board of Directors.

Liberia Build Project does not tolerate anyone coming to work with any sort of chemical that can be used to harm others or weapons. Liberia Build Project also does not tolerate members or volunteers who threaten others in the work place or outside of work.

### V. **Dual Commitment: Leads to Conflict of Interest**

All individual members or volunteers should not engage in activities that will compromise their interest with Liberia Build Project that might result in personal gain for them, their family members, or friends. Liberia Build Project has an open door policy to all immigrants. Anyone who qualifies to become a member of Liberia Build

Project should disclose fully his or her involvement in other organization, position, and tenure immediately.

Liberia Build Project welcomes competition, collaboration and teamwork with other organizations, but will not tolerate any member or volunteer using the platform of Liberia Build Project to achieve their personal gain. Anyone trained or educated by Liberia Build Project will be obligated to fulfill a 2-4 year commitment with Liberia Build Project based on contractual agreement before dissociating themselves from Liberia Build Project.

## **VI. Entertainment, Gifts, and Business Relationships**

It shall be the policy of Liberia Build Project to host events in order to raise awareness of issues affecting the community, to celebrate accomplishments and to recognize those individuals, companies, organizations both private and State/Federal that have made meaningful contributions to this organization. These projects have to be approved by the Board of Directors and where there is disagreement among the Board Members, it shall be voted upon by the membership.

We accept gifts, contributions, payments and anything else of value from consumers, consultants, vendors or anyone else doing business with Liberia Build Project if such gift does not influence the decision making of members of Liberia Build Project or perceived influence meant to change the business relationship.

Any member pursuing any business relationship outside of the office of Liberia Build Project requires notification of the office of the Executive Director and must be done on behalf of Liberia Build Project in good faith. Any professional relationship with other organizations Liberia Build Project considers competition is viewed as conflict of interest, especially if members or volunteers accept fees for any service, seek to volunteer their time, or employment with such competition.

Our Board Members might be serving on other Boards from time to time in different organizations. We do not permit this act, but caution that serving on the Board of our competitors who do not seek our interest is unacceptable.

Liberia Build Project does not condone or encourage any members establishing business relationships with relatives, friends or with anyone whose interests may conflict with Liberia Build Project.

## **VII. Maintaining Confidentiality**

All information shared in the working progress of this organization, in meeting, workshop, and strategic meeting is invaluable assets and must be protected by Liberia Build Project members, volunteers, and service providers. Premature leaks of Liberia Build Project information to our competing organizations will not only hurt this organization but those we strive to serve; our immigrant community.

It is the responsibility of each member and volunteers to safe guard confidential information of Liberia Build Project. This information may include financial, project and development, etc. Disclosure of confidential information should be on a need to know basis and approved by the Board of Directors in conjunction with the Executive Director.

We recognize the fact that we are a non-profit organization, however, we have trademarks, logs, and copyrights to all our materials.

The name Liberia Build Project, those on our products and services are all intellectual materials and property of Liberia Build Project. Unauthorized use of these properties can lead to undue public relationship damage.

While we seek to promote Liberia Build Project in the media and else where, there is a difference between good promotion and bad promotion. We will encourage everyone not to discuss the organization in ways to discredit or undermine the goals and objectives of the organization. Anyone or any member wishing to speak on behalf of Liberia Build Project must do so with authorization from the office of the Executive Director, approved by the Board of Directors.

## VIII. **Financial Accounting**

The goal of Liberia Build Project is to produce financial accountability, transparency and accuracy. We seek the highest quality of financial documentation and professionalism from the accounting office.

All financial reports, filing of taxes, transactions must be one with accuracy, in a timely manner, and all financial records must reflect or reconcile with the balance sheet.

Every event to be performed must have a proposed cost analysis, expenses, and revenue and must be submitted for review and approval within 30 days of the actual event.

For emergency spending and transactions, the division responsible for implementing this transaction must submit their proposal to the office of the Executive Director and a meeting will be held for final confirmation for release of funds.

Individuals involved in business transactions on behalf of Liberia Build Project must always follow Liberia Build Project policy and keep accurate record of transactions.

Because we are a non-profit organization, we owe it to the community we serve to continue to be transparent and accountable. Therefore audit of our financial records must be done on a quarterly and annual basis.

Anyone acting on behalf of all members must not interfere whatsoever directly or indirectly with auditing of Liberia Build Project financial records by falsifying books, records, financial reports or expenses.

Liberia Build Project encourages all its members and partners to report financial improprieties immediately.