



## Disciplinary and Dismissal Policy

Rise, an initiative of Schmidt Futures and the Rhodes Trust, is a program that finds promising young people and provides opportunity for life as they work to serve others.

### Policy Aim

Rise aims to ensure that all participants know what is expected of them, so that every community member feels safe, respected, and valued. Rise places a high value on integrity and empathy and requires all Rise participants to operate under these guiding principles. The [Rise Code of Conduct for Rise Participants](#) identifies the do's and don'ts of acceptable and unacceptable behavior and asks that you take responsibility for your own behavior.

This policy outlines which disciplinary actions may be taken by Rise against a Rise participant that has acted in contradiction of the Rise Code of Conduct for Rise Participants and related policies, primarily, but not limited to, the [Rise Safeguarding Policy](#).

In the implementation of this policy, Rise commits to:

- Follow restorative justice principles where offenses are not severe and/or criminal.
- Adhere to commitments within the Rise Safeguarding Policy.
- Benchmark behavioral issues to the Rise Code of Conduct for Rise Participants.
- Ensure any disciplinary action is proportionate to severity of behavior.
- Prioritize the mental wellbeing and safety of all Rise participants.
- Strive to protect the privacy of affected individuals, except in circumstances where there is a significant risk of harm, where there is a need for other specific individuals to know on a confidential basis, or where legal obligations otherwise require.

### Prohibited Behavior

The following behaviors are strictly prohibited and may result in disciplinary action(s) up to and including dismissal from the Program:

- Any criminal activity including, but not limited to, sexual harassment, theft, fraud and physical assault.
- Abusive or threatening statements about anyone.
- Breach of the Rise Code of Conduct.
- Identity-based harm on account of people's background, gender identity or expression, race, beliefs, socio-economic status, physical, emotional or intellectual vulnerability, or sexual orientation.
- Public statements about Rise participants or Rise representatives that are both inaccurate and damaging, or unduly intrusive.



- Stalking Rise participants or representatives and unsolicited contacting of Rise representatives.
- Extorting or soliciting financial support from Rise participants or representatives.
- Misuse of funds provided by Rise, obtaining funds from Rise for any improper purpose, or obtaining funds from Rise based on misrepresentation or dishonesty.
- Receiving assistance, which constitutes cheating or plagiarism, with the Rise application process.
- Sabotaging a Rise participant's application.
- Willful property damage to and vandalism of Rise and Rise partner's facilities or property.
- Failing to comply with directions from Rise representatives acting in performance of their role.
- Misuse of the Rise program's name, logo or affiliation.
- Misrepresentation of one's role within the Rise program and its partner organizations.
- Repeated unexcused absence from Rise programmatic activities.
- Falsification or material misrepresentation of achievements, circumstances and/or family background.
- Retaliation against someone for making a complaint or report.

## **Disciplinary Procedure**

### *Information Gathering*

In the event of alleged misconduct or violation of any Rise policies, Rise will conduct a thorough inquiry to understand the circumstances of any relevant incidents or violations of policies. The Rise participants involved will be asked to provide necessary information to facilitate the inquiry process so the circumstances around the alleged misconduct can be understood.

Information gathering may involve an interview with the Rise participant or/and affected individuals. The Rise participant may bring their parent/guardian to this interview or a trusted friend after agreement with Rise. This process of information gathering could take several weeks and, in complex cases, longer.

In any cases that could lead to dismissal, Rise will hold a meeting at which it will present the information gathered as part of its inquiry and seek the participant's response.

Upon review of submitted information and conclusion of interviews and, where applicable, the completion of the meeting with the participant, the Rise team will agree on the appropriate disciplinary measures and inform the involved parties in writing.

### **Disciplinary Actions**

Some examples of actions that Rise might take in the case of misconduct include:

*Restorative Resolution Circles:* This is a collaborative decision making process that includes those who were involved in the incident/case and identifies who and what has been harmed and what actions



are necessary to repair the harm and to restore trust in the variety of relationships between the Rise participants and the community.

*Restitution:* The Rise participant may be required to; cover the cost of damage to another's property or the return or restoration of any improperly obtained or diverted funds.

*Loss of Privileges:* The Rise participant may lose, for a specific period of time, the right to participate in programs and activities.

*Probation:* Probation restrictions may include, but are not limited to, no-contact instructions and modification of scheduled benefits if the individual is a Rise Finalist or Winner.

*Verbal or Written Warnings:* Rise may issue the Rise participant a verbal or written warning. Warnings will specify the policy or Code violated and may also include specific expectations or conditions for the Rise participant to meet to remain on the program. In any case(s) of written warning(s), staff will request that the Rise participant acknowledge understanding of its contents and receipt within a week. Lack of acknowledgement may lead to stricter disciplinary action.

*Dismissal:* Rise may permanently remove a Rise participant from the program, which may entail disqualification from the selection process, loss of Rise benefits, or loss of the 'Rise Global Winner' title.

## **Dismissal Policy**

In the event of serious prohibited misconduct, a Rise participant may be dismissed from the Rise program with immediate effect, which may entail loss of Rise benefits if the individual is a Finalist or Winner, or disqualification from the Rise selection process.

Rise reserves the right, in its sole discretion, to make final decisions on Rise participant dismissal from the Program and may return a Rise Global Winner to their home country at any time at the Rise participant's own expense if at a Rise program event such as the Rise Residential Summit.

A Rise Global Winner who is dismissed due to misrepresentation or dishonesty may be required to reimburse Rise, partner organizations, and their educational institution for all financial aid and any non-recoverable costs paid or incurred as a result of the misrepresentation or dishonesty.

A dismissed Rise participant is not eligible to reapply to the Rise program.

## **Dismissal Appeals**

A Rise participant who is removed from the program will receive a Dismissal Letter within two weeks of the dismissal date, which will set out the reason(s) for dismissal. Rise will provide the participant the

opportunity to acknowledge its contents within a week and also appeal the decision. Failure or refusal to acknowledge the letter has no bearing on the validity or finality of the dismissal.

If the letter is timely acknowledged by the Rise participant, they may appeal the decision to the Rise Programme Joint Committee within one week of acknowledging the letter. If the Rise participant fails or refuses to acknowledge the Dismissal Letter, they cannot appeal the dismissal decision.

A Rise participant who wishes to appeal a dismissal must do so in writing and include relevant documentation. If the Rise participant does not submit a written appeal within a one week time frame following acknowledgement of the Dismissal Letter to Rise, they automatically waive the right to appeal.

The Rise Programme Joint Committee will review appeals and notify the Rise participant in writing with a final decision.