



**Rugby Research &  
Injury Prevention Group Inc.**

## Standards of Professional Conduct and Ethics



# STANDARDS OF PROFESSIONAL CONDUCT & CODE OF ETHICS

Rugby Research and Injury Prevention Group (RRIPG) volunteers, interns, directors, and employees are committed to the highest ethical standards. Based on the unique trust placed on to ourselves by sports institutions to conduct research that serves the public good, all have RRIPG members have a special obligation to act ethically.

Our success and reputation depend on ethical conduct of everyone affiliated with RRIPG. We set an example for each other and for partner agencies, by our pursuit of excellence and high standards of performance, professionalism, and ethical conduct.

Our Code of Ethics (Code) is based on our mission and guided by our fundamental values, integrity, leadership, volunteerism, and commitment to further the welfare of athletes.

Approved by the Rugby Research and Injury  
Prevention Group Executive Director

# Confidentiality & Privacy

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RRIPG is committed to maintaining the confidentiality of research, patient information, and related area with strict accordance with legal and ethical standards. Breaches of confidentiality are not tolerated by the RRIPG.

- We will respect the privacy of our research volunteers and fellow employees.
- We will adhere to all established confidentiality and privacy policies and procedures.
- We will actively protect and safeguard research data.
- We will not reveal information unless it is supported by a legitimate clinical or business purpose, in compliance with policies and procedures.
- We will not discuss research volunteer information in any public area, including elevators, hallways and dining areas.
- We will disclose business information only as required in the performance of our job or as expressly authorized to do so by RRIPG
- We will exercise care to ensure that confidential and proprietary information is carefully maintained and managed to protect its values and maintaining security of this includes limiting access to confidential information.
- We will not disclose information regarding the institution's financial performance and its contract pricing for goods and services without appropriate approval.
- We will treat salary, benefits, payroll, personnel files, and information on disciplinary matters as confidential information.
- We will maintain computer passwords and access codes in a confidential and responsible manner. We will not share passwords.

# Workplace Behavior

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RRIPG encourages and support interns, volunteers and employees in developing their individual skills, talents and understanding of their jobs.

- We will afford volunteers, interns, and employees nondiscriminatory terms, conditions and privileges of employment, regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, or military status, and without regard to the disability of qualified persons within the meaning of the applicable law.
- We do not permit any act of retaliation or reprisal against an employee who in good faith reports a violation of law.
- We will support an alcohol, drug and smoke-free workplace and abide by RRIPG policies prohibiting illegal possession, distribution, use or being under the influence of illegal drugs, alcohol or other substances.
- We will show proper respect and consideration to one another, regardless of position. Discriminatory treatment, sexual harassment and unlawful harassment of any kind are not tolerated.
- We will not tolerate threatening, aggressive, or abusive behavior toward others.
- We are aware that every RRIPG intern, volunteer, and employee is responsible for creating a work environment in which ethical concerns can be raised. If an one raises an ethical question or concern, their respective supervisor must address it.
- We prohibit sexual harassment and harassment because of actual or perceived sexual orientation, race, color, creed, religion, religious dress and grooming, sex, age, national origin or ancestry, physical or mental disability, military and veteran status, marital status, registered domestic partnership status, medical condition, genetic tests and information, gender expression, gender identity, pregnancy or related condition, breastfeeding or a related condition, physical disability or mental disability, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.
- We will familiarize ourselves and comply with the RRIPG's policies and procedures applicable to our employment and responsibilities.

# **Conflict of Interests**

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RRIPG members are committed to doing work which supports our missions. We will avoid conflicts or the appearance of conflicts between our own interests or an outside interest.

- We will devote our full time and ability to RRIPG during our hours of employment/operation.
- We will not engage in any outside activities that interfere with our ability to perform our duties properly at RRIPG.
- We will avoid engaging in any activity, practice or act that creates an actual or apparent conflict with the interests of RRIPG.
- We encourage employee involvement in community activities. All personal fundraising activities that do not benefit RRIPG are prohibited from being conducted on-site. This means we will not use RRIPG's facilities and resources (e.g. letterhead) for fundraising activities not related to the RRIPG, nor will we conduct such fundraising during the hours of our employment/operation.
- We will do business with individuals and companies based solely on the best interests for RRIPG.
- We have an obligation to act solely in the best interest of RRIPG, whenever we act as an agent of the organization, in our dealings with our business partner and agencies.
- We will report actual or potential conflicts of interest to, or discuss any questions, with the Executive Director of RRIPG.

# Asset Safeguarding

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RRIPG will protect our assets and the assets of others entrusted to the organization, including physical and intellectual property, and protect information against loss, theft or misuse.

- We will establish and maintain internal controls within our areas of responsibility to ensure the safeguarding of RRIPG's assets, the accuracy of financial statements and all other records and reports.
- We will use RRIPG property appropriately and take measures to prevent any unexpected loss of equipment, supplies, materials or services. We are aware that the Executive Director must approve any personal use, sale, donation, or removal of RRIPG equipment, supplies, materials or services.
- We will follow the laws regarding intellectual properties, including patents, trademarks, marketing, copyrights, and software. We will not reproduce any copyrighted materials without the express permission of the copyright holder and/or appropriate license from the copyright holder. We will follow the laws regarding intellectual property, including patents, trademarks, and copyrights.
- We will take steps to prevent identity theft by protecting intern and employee data.
- We will implement significant safeguards to maintain the confidentiality, integrity and availability of research information.

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