

Gaden Relief Projects

REPRESENTATION POLICY DOCUMENT

Rationale and Purpose:

This policy document is intended to ensure that volunteers, directors, executive officers, and staff of Gaden Relief Projects do not make unauthorized representations under the guise of Gaden Relief Projects.

How Unauthorized Representations Could Be a Problem

Gaden Relief Projects operates in politically sensitive areas where inappropriate representations, whether private or public, verbal or written, can affect operations and safety in our project areas. As well, unauthorized non-political representations made anywhere in the world can have adverse legal implications or can adversely affect the organization's public relations and relations with donors and partners. Civil and criminal penalties, and threats to personal wellbeing, could result.

Because email is generally not secure and could be monitored by hackers, criminals, and state-sponsored actors, email of a sensitive nature shared using a Gaden Relief Projects email account or any account with a signature that represents Gaden Relief Projects could be exposed to unauthorized persons.

Policy:

1. It is prohibited to make any unauthorized representations of a political, legal or public relations nature under the explicit or implied guise of Gaden Relief Projects. Unauthorized representations are those that are not authorized by the Gaden Relief Projects Board of Directors or don't fall within the responsibilities of the members of the Board of Directors, of the Executive, of the staff members or of the volunteers. Such content may include, but not be limited to, messages that are critical of the authorities in the countries and areas in which we operate or messages that may be defamatory or libelous or otherwise contrary to applicable local laws.
2. It is prohibited to share sensitive material with board members, staff and volunteers using an email account of Gaden Relief Projects or any account with a signature purporting to represent Gaden Relief Projects. Such material may still be shared using other email accounts having no connection to Gaden Relief Projects.
3. This policy is not intended to prevent any Board member, any executive officer, any staff member or any volunteer of Gaden Relief Projects from making representations under guise of one's own person, family or group, or under the guise of any other organization, so long as no connection, explicit or implied, is made to Gaden Relief Projects.

Created 2012/06/03; revised 2012-06-29