

Code of Ethics

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HRC Review: 12/7/22

Applies To: All

Policy Number: 1.0.03

S:\Agency Policy\1 - Organizational\1.0.03a Code of Ethics and Conduct

Our Code of Ethics establishes a code of ethical conduct for all employees, volunteers, consultants and Board of Director members. Our success depends on our teamwork, trust and commitment to providing quality services within a set of ethical operational standards.

Employee and Individual Relationships Code of Professional Ethics

The agency's employees shall respect the integrity and protect the welfare of the people and families supported by the agency. The primary obligation of the agency's employees is to the people we support. Employees shall endeavor at all times to place the interests of the people we support above our own.

Exchange of personal property between employees and people/families supported by Communitas is not allowed. This includes both gifts and purchases between employees and individuals or families beyond cards and token gifts that might normally be exchanged in the workplace. This policy excludes purchases of art or craft items made at the Day Programs.

Agency employees shall take great care when engaging in activities with program participants after work hours so that no misunderstandings develop in the roles and responsibilities of either party.

Conduct

The following outlines a broad policy and shall not be construed or interpreted as an exclusive list of employee responsibilities. Each person must accept his or her primary responsibility as an employee, volunteer or consultant of the agency and recognize and respond to specific situations as they may arise. Managers and supervisors are responsible for monitoring and enforcing the Code of Ethics. All employees have the responsibility to make good faith reports of operational problems or concerns without the fear of retaliation on the part of the agency or their coworkers.

1. Every effort must be made to avoid a conflict of interest or the appearance of a conflict of interest. Applicable policies include "1.0.06 Conflict of Interest" and "5.0.05 Employment of Relatives or Persons with Significant Relationships".
2. The agency employees shall clearly communicate to individuals the goals, purpose, and limitations that may affect program services. The agency employees shall not misrepresent their roles or competence to individuals.

3. The agency employees shall be aware of their own needs, values, and of their potentially influential position. Employees will not exploit the trust and dependency of program participants. The agency employees make every effort to avoid dual relationships that could impair judgment or increase the risk of exploitation. Sexual intimacies with program participants are prohibited and shall result in immediate termination from employment and prosecution as applicable.
4. The agency employees shall honor the right of individuals to consent to participate in the agency services. The agency employees shall inform individuals or their legal guardians of factors that may affect participation in the agency services.
5. The agency employees shall recognize the fact that families are usually an important factor in the service provision process and shall strive to enlist family understanding and involvement as a positive reinforcement in promoting success. The permission of individuals shall be secured prior to family involvement.
6. The agency employees and individuals shall work jointly in devising an integrated, individualized plan, which offers reasonable promise of success and is consistent with the abilities and circumstances of the participant. The agency employees shall continually monitor the viability and effectiveness of the plan, remembering that program participants have the right to make choices.
7. The agency shall work with individuals to determine service options that are consistent with the person's overall interests, abilities, aptitude patterns, social skills, education, limitations, physical restrictions, general qualifications and other relevant characteristics and needs.
8. The agency shall avoid initiating or continuing with services if it is suspected that the services can be of no benefit to the individual.
9. The agency shall inform individuals of their confidentiality rights at the onset of service delivery. The agency shall respect the privacy of people and families supported by Communitas and will protect the confidentiality of their private and personal information.
10. Employees may not sign as witness on legal documents of individuals (i.e. power of attorney, guardianship or advanced directive).
11. Employees should acknowledge that there could be a time where their personal effectiveness becomes compromised to the point where it will impact their ability to support people in the program. In the event this should occur, they should notify their immediate supervisor or Human Resources immediately to determine what support or benefit programs may be available to them.
12. The agency will promote access to employment in programs, facilities, transportation, and communication, so that program participants will not be excluded from opportunities to participate fully in employment, education and recreational or social activities.

13. As mandated reporters, the agency employees shall report any suspected or reported cases of abuse, neglect or mistreatment to the immediate supervisor and abuse hotline. Mandated reporters play a vital role in safeguarding against the ongoing risk of mistreatment.

14. The agency is committed to upholding the human, civil and legal rights of all individuals served by the agency and ensuring the opportunity to live with dignity and exercise self-determination.

The agency is committed to upholding the mission, core values and Code of. If employees feel that any portion of this Code of Ethics has been violated, they are responsible for reporting that violation to their supervisor immediately.

My signature below indicates that I have:

- Read this policy on Code of Ethics
- Been given an opportunity to ask questions, if I have any
- Understand my responsibility as it relates to this policy

Print Name

Signature

Date