



CODE OF ETHICS

1. **Purpose:** The purpose of this policy is to provide guidelines regarding ethical matters that may arise while working for Audrain Developmental Disability Services (ADDS). Some of the policies listed below are more detailed than others and are listed separately throughout this Policy Manual.
2. **Policy:** It is the policy of ADDS that all employees and volunteers act in an ethical manner when working with other employees, volunteers, persons served, and their families. This policy provides standards that ADDS expects its employees and volunteers to follow. All employees and volunteers are expected to recognize, value, and exemplify ethical conduct when working for ADDS. Any unethical behavior will not be tolerated and will be subject to discipline, up to and including termination. While specific examples are offered to illustrate various situations, these examples are not all-inclusive.
3. **Ethical Standards and Expectations:**
 - 3.1. Staff will be cognizant that they are in positions of influence. Employees will avoid dual relationships (personal and professional) that could impair their judgment, or lead to the potential for exploitation or special treatment.
 - 3.2. Employees or their immediate family members who apply for services will not be served by the team on which they work.
 - 3.3. Employees will be courteous and respectful when working with individuals served, family members or other representatives of persons served, advocacy and other professional organizations, and service providers. Employees will not show favoritism to any person or group.
 - 3.4. Employees will take reasonable personal action, or inform responsible authorities, or inform those persons at risk, when the conditions or actions of persons served indicate that there is clear and imminent danger to persons served or others. When possible, the person served will be advised that this action will be taken.
 - 3.5. Employees will also ensure that persons served and, as appropriate, their family and representatives, participate fully in the development of their Individual Support Plans (ISP's); that the choice of the person served is provided when selecting vendors; and that a full range of employment options are considered. ADDS should offer a reasonable opportunity for success.
 - 3.6. Employees will not accept additional compensation for their work from individuals served, service providers or anyone else. This includes but is not limited to the acceptance of gratuities, rewards, gifts or other items of worth. Plaques and similar items for service recognition may be accepted. The appearance of, or perception of, preferential treatment or loss of impartiality should always be avoided. If you receive such compensation and it cannot be returned, turn it over to your supervisor.

- 3.7. ADDS employees will refer any/all requests to witness documents (i.e. power of attorney, guardianship, advance documents, etc) for the person served or by the guardian or other family members to their Program Coordinator. The Program Coordinator will consult with the person served and/or guardian/family member regarding the request and make a decision regarding the request based on the needs and well-being of the person served.
- 3.8. Honorariums, payments for expert witness testimony or responding to a subpoena, and other similar forms of compensation should usually be paid to ADDS. Compensation can be accepted for actual costs incurred such as mileage, lodging and meals, as long as the state is not also charged for the expenses.
4. **Harassment and Discrimination:** ADDS will not tolerate any form of sexual harassment. All violators of this policy should be immediately reported to the Program Coordinator or Executive Director.
5. **Discrimination:** It is the official policy of ADDS to provide equal employment opportunities for all qualified and qualify-able persons, without regard to race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, ethnicity, ancestry, age, veteran status, disabled and Vietnam-era veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status. Furthermore, it is the policy of ADDS to provide equal employment opportunities and benefits without regard to marital status, political affiliation, economic status, past arrest or conviction record, use or nonuse of lawful products while off the employer's premises during nonworking hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification or substantially relate to the circumstances of a particular job or licensed activity, and with proper regard for privacy and constitutional rights of citizens.
 - 5.1. This equal employment opportunity is applicable to all phases of employment, including job restructuring, reasonable accommodations for individuals with disabilities, recruitment, selection, promotion transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination and all other components of ADDS.
 - 5.2. Employees need to be aware that personal biases can affect and influence the performance of job duties. Employees must ensure that their personal biases will not result in discriminatory behaviors toward co-workers or persons served. Employees must not impose their personal beliefs on individuals served or co-workers.
 - 5.3. Employees will strive to eliminate attitudinal barriers, including stereotyping and discrimination, toward people with disabilities and will enhance their own sensitivity and awareness toward people with disabilities. Diversity training is offered once a year to help employees better understand people with disabilities and their backgrounds.
6. **Drug and Alcohol Use:** The manufacturing of, possession, distribution, dispensation, sale, or use of alcohol, drugs and/or other controlled substances by employees or volunteers on ADD premises is prohibited.
 - 6.1. No employee may show up for work while under the influence of alcohol, illegal drugs, or other

controlled substances. ADDS recognizes the problems arising from drug and alcohol use. To address these issues, we offer employees assistance through the confidential Employee Assistance Program.

6.2. The formal policies of ADDS regarding substance abuse and alcohol and drug testing shall be the primary directive in the areas of controlled substances, drugs (both controlled and uncontrolled), alcohol, tobacco, and other substance.

7. **Use of Audrain Handicapped Services Materials or Property:** ADDS expects that employees and volunteers will not:

7.1. Materially alter or destroy ADDS property or records without proper authorization.

7.2. Borrow or use ADDS property, unless for the use of ADDS.

7.3. Any removal of ADDS property for personal, non-work related use is not permissible, with or without prior supervisory approval.

8. **Workplace Safety:** All employees and volunteers are expected to follow and adhere to safety policies to ensure a safe work environment for all employees.

9. **Firearms and Weapons:** Weapons of every kind, including firearms, will not be permitted on ADDS premises unless sanctioned for use (for example: Police).

9.1. A permit is not a sanction to carry a weapon.

9.2. This may include vehicles parked on ADDS property.

9.3. Concealed firearms are never appropriate on the property of ADDS.

9.4. In the same light, no weapon is appropriate on the premises or in vehicles parked on ADDS property.

10. **Workplace Violence:** Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation or other threatening, disruptive behavior that occurs at a work-site. Workplace violence can affect anyone, at any time, in any job position. There is no way to predict human behavior, the best prevention is trying to identify any problems early and dealing with those problems. It is up to each employee to help make adds a safe place for all of us.

10.1. All employees will treat others with respect, as well the persons receiving services, parents, guardians, and families.

10.2. Staff can and should expect ADDS management to care about staff safety and provide the most safe working environment as possible by dealing with any threatening or violent situations as they may occur.

10.3. If a possible threatening or violent situation is occurring, or is about to occur: DIAL 911 immediately!

Try to remove the persons receiving services and yourself from the threatening or violent situation. IF possible, follow the Evacuation Plan and notify the Program Coordinator immediately.

11. **Accurate Books and Records:** All ADDS employees and volunteers must:
 - 11.1. Not intentionally include false or misleading entries in books or records.
 - 11.2. Not intentionally destroy ADDS records or information without prior consent from their supervisor.
 - 11.3. Not create or participate in the creation of any records which are intended to conceal anything improper.
 - 11.4. Volunteer knowledge of any untruthful or inaccurate statements or records, whether intentionally or unintentionally made.
 - 11.5. Immediately correct and record all errors and adjustments when discovered.
 - 11.6. Honestly and fairly record information about job responsibilities, including attendance, time records, and expense reports.
 - 11.7. Not make financial arrangements for themselves or other ADDS' clients, family members, customers or individuals receiving services.
12. **Personal Business:** Conducting personal business for profit (for example, selling Mary Kay) is not permissible. Any solicitation for non-ADDS business (for example, selling candy bars for your son's school class, or fund-raising) must have prior approval from the employee's supervisor.
13. **Gambling:** Gambling for personal or monetary gain is not permitted on ADDS premises.
14. **Fund-Raising:** Fund-raising, defined: the selling or promoting of products, goods or services, or requesting and/or collecting money or items, such as non-perishable food or clothing for a non-profit or charitable organization such as a school club or a voluntary health organization.
 - 14.1. This includes the selling of raffle tickets or tickets to events such as dinners or dances to benefit individuals, groups of people, or organizations and includes the persons served of ADDS.
 - 14.2. Fund-raising activities may only be conducted on ADDS property and/or with persons served of ADDS with the prior approval from the employee's supervisor.
 - 14.3. Use of raffles, lotteries, football pools, and other forms of gambling are prohibited.
15. **Examples of Improper Acts of Conduct:**
 - 15.1. Any act that is subject to prosecution under criminal or civil codes of law is prohibited.

- 15.2. Any act that is either morally or ethically contrary to the Mission Statement of ADDS.
- 15.3. Any act that would intimidate, harass, bully, abuse or violate any right of any individual served or family of an individual served.
16. **Program Coordinator's Responsibilities:** Supervisors shall be responsible for preventing unethical behavior in the workplace. This responsibility includes the following:
 - 16.1. Monitoring the work environment for signs of unethical behavior.
 - 16.2. Informing employees of the types of behaviors prohibited, and informing employees about ADDS' expectations and procedures for reporting unethical behavior.
 - 16.3. Stopping any observed behavior that may be considered unethical and taking appropriate steps to intervene and report unethical behavior to the Program Coordinator, whether or not the involved employees are within his or her line of supervision.
 - 16.4. Taking immediate action to prevent retaliation, toward the complaining party and eliminating any similar conduct where there has been a complaint of unethical behavior pending investigation. If a situation requires separation of the parties, care shall be taken to avoid actions that appear to negatively impact the complainant. Transfer or reassignment of any of the parties involved shall be voluntary, if possible, and if non-voluntary, shall be temporary pending the outcome of the investigation.
 - 16.5. Failure to carry out these responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline, up to and including discharge.
17. **Employee Responsibilities:** Each employee including the Program Coordinator of ADDS is responsible for assisting in the prevention of unethical behavior by taking the following steps:
 - 17.1. Refraining from participation in or encouragement of actions that could be perceived as unethical.
 - 17.2. Reporting to a supervisor any unethical behavior.
 - 17.3. Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the alleged unethical behavior.
 - 17.4. Any employee or volunteer who fails to comply with this policy or who withholds information during the course of an investigation regarding possible violations of this policy, is subject to discipline up to and including discharge. Depending on the nature of the non-compliance, ADDS may have the legal obligation to report the non-compliance to the appropriate authorities.
18. **Violations of Code of Ethics:** Violations of Code of Ethics by ADDS staff members or volunteers can result in discipline up to and including discharge. Any report of a violation of Code of Ethics is first reviewed by the employee or volunteer's Program Coordinator and then referred to and investigated by

the Executive Director and all Program Coordinators involved with that employee or volunteer. If the person in question of violations is the Program Coordinator it is immediately referred to the Executive Director. If the Executive Director is the individual with the reported violation, the ADDS Board of Director's president should be contacted. Any violation of the ADDS Code of Ethics that is reported will be reviewed and a decision made regarding discipline or discharge within 14 days and immediately if the well-being of a person served is at risk. The Department of Mental Health will be contacted regarding the violation as appropriate.