

HUMAN SERVICE CENTER CODE OF CONDUCT

The employees of the Human Service Center are expected to conduct themselves according to this Code of Conduct in keeping with the highest moral, legal and ethical standards:

- ❖ I will value and respect people served, their family and their support system.
- ❖ I will treat my fellow employees with integrity, honesty, fairness and respect.
- ❖ I will conduct all financial dealings with honesty and integrity.
- ❖ I will protect and properly use all of the organization's assets.
- ❖ I will not accept gifts, favors and other inducements of monetary value from, or barter with, people served.
- ❖ I will in good faith report any form of misconduct, and I accept that the organization will not retaliate against me for any good faith report of any misconduct.
- ❖ I will not engage in any form of discrimination or harassment of any employee.
- ❖ I will not be involved, or appear to be involved, in any form of conflict between my personal interests and the interests of the organization.
- ❖ I will comply with all policies and procedures relating to drug and alcohol use and will refrain from bringing onto the organization's property all forbidden materials.
- ❖ I will protect all confidential information of people served and the confidential business information of the organization.
- ❖ I will respect and protect the rights of people served.
- ❖ I will document all clinical and administrative records accurately and honestly.
- ❖ I will not use the organization's property or information for my personal gain.
- ❖ I will not divert any business opportunity, including services, to myself or a private service provider in which I or my family may personally gain any benefits.
- ❖ I will use time for which I am compensated for activities directly related to the organization's operation and benefits.

- ❖ I will safeguard all records and documents and will not destroy, conceal, discard or alter records or documents, especially records or documents relevant to any internal or external inquiry or investigation.
- ❖ I will conduct myself in an ethical, moral and legal manner with all government officials.
- ❖ I will abide by all health, safety and environment regulations.
- ❖ I will not engage in personal or sexual relationships with people served for at least two years after service termination.
- ❖ I will not accept payment or other considerations in exchange for referrals to other service providers.
- ❖ I will refrain from any conduct that may violate fraud or abuse laws.
- ❖ I will not make any false or misleading claims to people served or any individual or entity conducting business with the organization.
- ❖ I will not misappropriate proprietary information, property or materials belonging to another individual or entity.