

The Arc of Amador and Calaveras

Staff Code of Ethics

All Employees are expected to conduct themselves in a professional manner and in compliance with state, local, and federal laws. The Arc believes that certain rules and regulations regarding Employee behavior are necessary for its efficient operation and for the benefit and safety of all Employees and consumers. This list of rules is not intended to be an all-inclusive listing, as it is not possible to provide Employees a complete list of every possible type of unacceptable behavior. However, in order to provide Employees with some guidance, the following are examples of types of behavior that are prohibited and may result in disciplinary action, up to or including immediate termination of employment. If at any time Employees have questions regarding unlisted areas they can ask the Executive Director or Director of Operations.

1. Destruction, abuse, misuse, or unauthorized use of The Arc or other Employee's property.
2. Physical, verbal or psychological abuse of any recipient of The Arc's services.
3. Falsification or misrepresentation on employment or other Arc records, including, but not limited to, timecards and applications for employment.
4. Leaving during regular work hours without a supervisor's authorization.
5. Theft.
6. Pattern of chronic absenteeism or tardiness.
7. Unexcused absences.
8. Failure to report issues that impact the health and safety of Consumers or Arc staff members.
9. HIPAA violations, including misuse or removal without authorization of Employee lists/information, consumer lists/information, or confidential information of any kind.
10. Insubordination.
11. Violating Non-Discrimination Policy; Harassment, Discrimination and Retaliation Prevention Policy; or sexual harassment policies or laws.
12. Failure to provide a physician's note when required or requested for absences more than three (3) days or in the event of concern over fitness for duty.
13. Failure to meet standards of quality and quantity of work.
14. Being convicted of a crime or engaging in actions that jeopardize The Arc's state license, Regional Center Contract, CARF Accreditation, Department of Rehabilitation Compliance, Title 17 Compliance or Department of Developmental Services Compliance or that raises a threat to the safety or well-being of The Arc, its Employees, Consumers, vendors or property.

15. Reporting to work under the influence of illegal drugs or intoxicants; using drugs or intoxicants on Arc premises at any time when such drugs are not prescribed as part of medical treatment or otherwise violating The Arcs Drug and Alcohol Policy.
16. Violating of any of The Arc of Amador and Calaveras' policies.
17. Personnel shall not act as a witness to documents such as Power of Attorney, guardianship, advance directives, and/or agency contracts without the expressed written approval of the Executive Director. Personnel are authorized to countersign documents such as intake forms, authorizations (i.e., release of information form), treatments plans, etc. as directly related to their job duties.
18. Personal fund raising (personnel soliciting funds on behalf of a personal cause: selling cookies, candies, wrapping paper for a child's after school program, etc.): Employees are allowed to solicit for personal fund raising during their bona fide break time provided it is not done in the presence of consumers. Materials may be placed in employee mail boxes. Employees may not solicit consumers at any time. The Executive Director has the authority to approve personal fundraising or make exceptions to the policy.

Employee Name (Print)_____

Employee Signature:_____

Date: _____

Revised/Adopted: 10/22/18