

<p><b>HABILITATION</b></p> <p>ASSISTANCE CORPORATION</p>	<p><b>Policy number: 03</b></p> <p><b>Policy Title: Code of Conduct/Code of Ethics</b></p> <p><b>Category: Hiring and Employment Practices</b></p>
<p><b>Date Issued: 11/11/03</b> <b>Date Modified: 12/3/05</b></p>	<p><b>Next Review Date:</b></p>
<p><b>Policy Description:</b></p>	<p>To provide an ethical framework within which Habilitation Assistance Corporation operates when dealing with employees, customers, vendors, government agencies or officials and the public.</p>
<p><b>Policy Scope:</b></p>	<p>All Employees</p>
<p><b>Policy Guidelines:</b></p>	<p>Habilitation Assistance Corp. is committed to providing the highest quality supports and services within a corporate environment firmly focused on the highest values, morals and ethical behavior. To this end, Habilitation Assistance Corp. has the following Code of Conduct and Ethics statement. All employees are bound by the agency's code of ethics.</p> <p>This Code of Conduct and Ethics is intended to provide guidelines for Habilitation Assistance Corporation employees. It should help staff make appropriate and ethical choices. It provides a basis for evaluating work and work related decisions and choices from an ethical basis. By adhering to this code, Habilitation Assistance Corp. employees will help to preserve and maintain the agency's high expectations.</p> <p>This code is based on the ethical principle of always treating others with respect and never merely as means to an end: i.e., <i>deontology</i>. It requires us to consider the impact of our actions on other persons and to modify our actions to reflect the respect and concern we have for them. It emphasizes our obligations to our members, to other stakeholders, to our colleagues and the profession, to our employers, and to society as a whole. Those obligations provide the organizing structure for these guidelines.</p> <p>The text of this code draws on the work of many professional societies. It is not surprising that many codes of ethics have a similar structure and provide similar</p>

guidelines to their professionals, because they are based upon a similar concept of morality.

A positive tone is taken throughout the text of this code. Habilitation Assistance Corporation employees commit themselves to ethical behavior rather than merely seeking to avoid specific acts. The problems with listing acts to be avoided are: 1) there are usually reasonable exceptions to any avoidance rule and 2) there is implicit approval of any act not on the list. Instead, this code provides a list of many positive actions. These explicit actions illustrate respect for others and help strengthen both an understanding of this ethos and a commitment to it.

This code is not expected to provide guidelines for all situations. Ambiguities will occur and personal judgment will be required. Sometimes an employee becomes stuck in a dilemma where two right actions are in conflict with each other or any course of action violates some aspect of this code. Help might come from talking with your supervisor. Ultimately, a professional must reflect carefully on such situations before making the tough decision.

- View persons who exemplify morality as your own guide (Virtue Ethics)
- Attempt to maximize the happiness of everyone affected (Utilitarianism)
- Only follow maxims of conduct that everyone else could adopt (Kantianism)
- Always treat other persons as ends, never merely as means (Deontology)

## **I. Obligations to Society**

(Business and Marketing)

The Habilitation Assistance Corporation employee recognizes the impact of his or her work on our members, on society as a whole, on subgroups of society including geographic or demographic minorities, on future generations, and inclusive of social, economic, environmental, or technical fields of endeavor. Obligations to society shall be paramount when there is conflict with other obligations. Therefore, the employee will:

### **1. Do the Best Work Possible**

- Be objective, use due care, and make full use of education and skills.
- Practice integrity and not be unduly swayed by the demands of others.
- Provide full, clear, and accurate information.
- Be aware of consequences, good and bad.

- Strive to do what is right, not just what is legal.
2. Contribute to the Community to the Extent Possible, Feasible, and Advisable
    - Strive for broad citizen involvement.
    - Participate in the community.
  3. Speak Out About Issues
    - Call attention to emerging public issues and identify appropriate responses based on personal expertise.
    - Call attention to the unprofessional work of others. First take concerns to your supervisor; if satisfaction is not gained and the problems warrant, then additional people and organizations should be notified per the agency's Grievance Policy.
    - Admit when a mistake has been made and make corrections where possible.

## II. **Obligations to Members, Agency and Funders**

(Service Delivery)

The employee recognizes that he or she has been hired to deliver needed services. The member, this agency and our funders expect quality work and professional conduct. Therefore the employee will:

1. Deliver Quality Work
  - Be qualified for the tasks accepted.
  - Keep current in the field through training and professional development.
  - Identify risks and the potential means to reduce them.
  - Define alternative strategies to reach member goals, if possible, and the implications of each.
  - Document work so that others can use it.
2. Have a Professional Relationship

- Hold information confidential unless authorized to release it.
- Avoid all conflicts of interest if possible, but when they are unavoidable, disclose that conflict to supervisor.
- Avoid soliciting, accepting, or offering any gratuity or inappropriate benefit connected to a potential or existing business or working relationship and report all such transactions to supervisor.
- Accept work reviews as a means to improve performance.
- Honor contracts and assigned responsibilities.
- Accept decisions of management, unless they are illegal or unethical.
- Acknowledge and accept rules about the personal use of employer resources. This includes computers, data, telecommunication equipment, and other resources.
- Strive to resolve differences.

### 3. Be Honest in Representations

- State professional qualifications truthfully.
- Make honest proposals that allow the work to be completed for the resources requested.
- Deliver an hour's work for an hour's pay.
- Describe products and services fully.
- Be forthcoming about any limitations of data, assumptions, models, methods, and analysis.
- Identify and report dishonesty, waste and abuse within the agency.

### 4. Be an Advocate

- Advocate for the well-being of our members whenever possible.
- Advocate for cultural diversity.
- Ensure that language and cultural differences are not barriers for our members (for example, by using a total communication approach).
- Identify and work to remove other barriers to successful provision of service.

## III. **Obligations to Colleagues and the Profession**

(Human Resources and Professional Responsibility)

The employee recognizes the value of being part of a community of other professionals. Together, we support each other and add to the stature of the field. Therefore, the employee will:

1. Respect the Work of Others.

- Cite the work of others whenever possible and appropriate.
- Honor the intellectual property rights of others.
- Accept and provide fair critical comments on professional work.
- Recognize the limitations of one's own knowledge and skills and recognize and use the skills of other professionals as needed.
- Work respectfully and capably with others.
- Respect existing working relationships between others, including employer/employee and contractor/client relationships.
- Deal honestly and fairly with prospective employees.

2. Contribute to the Discipline to the Extent Possible

- Document results so others can learn about them.
- Support individual colleagues in their professional development. Special attention should be given to underrepresented groups whose diverse backgrounds will add to the strength of the profession.

#### **IV. Obligations to Individuals in Society**

The employee recognizes the impact of his or her work on individual people and will strive to avoid harm to them. Therefore, the employee will:

1. Respect Privacy

- Protect individual privacy, treating all information as sensitive.
- Be especially careful with new information discovered about an individual.

2. Respect Individuals

- Encourage individual autonomy. For example, allow individuals to consent or withhold consent as they choose.
- Avoid undue intrusions into the lives of individuals.
- Be truthful when disclosing information about an individual, but always share information in the most supportive and positive manner.
- Treat all individuals equally, without regard to race, gender, or other personal characteristic not related to the task at hand.
- Maintain up to date knowledge of human rights policies and procedures and practice the same.

	<p>Habilitation Assistance Corporation’s expectation is to continually operate true to its Conduct/Ethics statement. In order to address this, all employees must not only individually adhere to the code by assuming personal responsibility, but also for its enforcement. Employees having knowledge of a breach or conduct in conflict with the code of ethics must report it immediately. Failure to do so is cause for immediate dismissal. Employees are required to report conduct/ethics violations to their supervisor, the Executive Director, or follow the agency’s established confidential Grievance Procedure.</p> <p>This agency will actively investigate all accusations of dishonesty, fraud, waste or abuse of any company resource or assets.</p> <p>Noncompliance with adhering to the agency’s Code of Conduct and Ethics may be cause for immediate dismissal.</p>
<b>Related Policies:</b>	Confidentiality, Conflict of Interest, EOE/AA, Grievance Procedure, Corporate Compliance, No Reprisal Reporting System