

(APPENDIX L)

\_\_\_\_\_  
*(Name of Organization)*

**ETHICAL STANDARDS OF EMPLOYEE/VOLUNTEER CONDUCT**

Employees and volunteers shall agree upon appointment to abide by the ethical standards of employee and volunteer conduct as described below. Employees and volunteers shall sign the statement of acknowledgment and acceptance of such standards and shall be subject to disciplinary action in the event these rules of conduct are violated. These standards shall serve as guiding principles for all employees and volunteers and shall be communicated in writing to each person served as well as to each employee and volunteer.

**ETHICAL STANDARDS OF EMPLOYEE/VOLUNTEER CONDUCT**

1. Employees or volunteers shall not display favoritism or preferential treatment to one consumer or group of consumers over others.
2. Employees and volunteers shall not interact with any consumer except in a professional relationship which supports the approved goals of the program. Specifically, staff members and volunteers shall not accept for themselves or any member of their family any personal gift (tangible or intangible), favors, or services from a consumer or from any consumer's family or close associate. Additionally, staff or volunteers shall not give any gifts, favors, or services to consumers, their families, or close associates, other than those services which are an approved part of the program.
3. Employees or volunteers shall not enter into any business or contractual relationship with consumer or their families (e.g., selling, buying, loaning or trading personal property).
4. Employees or volunteers shall not have outside contact (other than incidental contact) with a consumer, his/her family, or close associate, except for those activities which are an approved, integral part of the program or the employee's or volunteer's job description.
5. Employees or volunteers shall not enter into an inappropriate emotional and/or social relationship with consumers during the course of services, and for a period of two years following their service discharge.
6. Employees or volunteers shall not engage in any form of physical or psychological abuse with any consumer. This includes sexual abuse, physical punishment, sexual harassment, or any other action intended to humiliate, threaten, or exploit a consumer.
7. Employees or volunteers shall not engage in business practices or personal behavior that are criminal in nature or that would bring discredit upon the organization.
8. Professional staff shall adhere to all ethical standards of their profession in accordance with applicable certification and/or licensure rules, and all staff and volunteers shall adhere to the confidentiality requirements of the Health Insurance Portability and Accountability Act (HIPAA) and of 42 CFR Part 2.
9. Management staff shall ensure that all marketing and informational materials are factual, truthful and present an accurate portrayal of the organization's programs and practices.
10. Employees and volunteers shall report to \_\_\_\_\_ any violation or attempted violation of the standards of employee or volunteer conduct who shall investigate the allegations and take appropriate action. There shall be no reprisal whatsoever for reporting suspected violations of ethical standards.

I have read, understand and agree to abide by the ethical standards of employee and volunteer conduct stipulated above. I understand that violations of the standards will result in an investigation and possible disciplinary action up to, and including, termination.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date