

Code of Conduct

Our Mission Statement:

Our mission is to enable persons with disabilities and their families to achieve their potential through self-determined goals in partnership with the Agency.

We will provide leadership in our community to develop the necessary human and financial resources to fulfill this mission.

Our Values:

1. Integrity: to always display fairness, honesty and a sense of trustworthiness
2. Excellence: to strive to do the job right the first time; to improve each day and to strive for the highest level of quality in each person's performance
3. Respect: to treat each person, his/her family, coworkers and community relations with dignity and respect
4. Ethics: to do what is right; to maintain a concept of excellence, to promote well-being by maintaining trust, prosperity, honesty, integrity and justice
5. Stewardship: to manage Agency resources responsibly

Rules of Conduct:

The Arc, Oneida-Lewis Chapter, NYSARC believes that certain rules of conduct must be observed at all times to promote a positive and ethical work environment. We pledge to abide by the laws, regulations and Agency policies and procedures, including but not limited to those related to The Arc, Oneida-Lewis Chapter Corporate Compliance Plan.

- ◆ To work cooperatively and respectfully with all Arc, Oneida-Lewis Chapter employees, Board members and agents to provide the highest quality services
- ◆ To place the interests of the people we service and their family members first and foremost in all respects of what we do
- ◆ To represent The Arc, Oneida-Lewis Chapter positively in the community at-large
- ◆ To conduct all activities in a fiscally responsible manner
- ◆ To work in accordance with applicable laws, regulations and Arc, Oneida-Lewis Chapter policies
- ◆ To seek training and assistance in areas that would strengthen the ability to fulfill our responsibilities to our clients and to The Arc, Oneida-Lewis Chapter
- ◆ To avoid conflicts of interest, including the acceptance and giving of gifts
- ◆ To conserve resources of The Arc, Oneida-Lewis Chapter by not engaging in wasteful behavior
- ◆ To treat confidentially all information related to The Arc, Oneida-Lewis Chapter and its clients and to respect the privacy of clients and fellow employees
- ◆ To complete tasks in a timely manner and meet expectations for the quality of work that The Arc, Oneida-Lewis Chapter strives to achieve
- ◆ To bill individuals and third party payors accurately
- ◆ To report to a supervisor or to the Compliance Hotline any potential violation of applicable laws, regulations, and policies, including the Corporate Compliance Plan
- ◆ To respect the role of the Board and management and to fully implement their decisions
- ◆ To consult The Arc, Oneida-Lewis Chapter leadership when questions arise as to the conduct permitted under applicable laws, regulations and policies, including the Corporate Compliance Plan

The Arc, Oneida-Lewis Chapter, NYSARC
Employee Acknowledgement Form

- ◆ I acknowledge that I have read and that I understand The Arc, Oneida-Lewis Chapter Corporate Compliance Plan and The Arc, Oneida-Lewis Chapter Code of Conduct.
- ◆ I understand and agree that I must comply with The Arc, Oneida-Lewis Chapter Corporate Compliance Plan and The Arc, Oneida-Lewis Chapter Code of Conduct and all laws, regulations, policies, procedures, and other guidance applicable to the responsibilities of my job position.
- ◆ I agree to fully cooperate with the implementation of The Arc, Oneida-Lewis Chapter Corporate Compliance Plan, to participate in any auditing, monitoring or investigatory processes and to report any instances of possible violations of law, regulations, or policies that are applicable to The Arc, Oneida-Lewis Chapter of which I become aware.
- ◆ I acknowledge that The Arc, Oneida-Lewis Chapter maintains a hotline for the purpose of receiving notifications of possible violations of law regulation and The Arc, Oneida-Lewis Chapter Corporate Compliance Plan.
- ◆ I understand that my failure to report any concerns regarding possible violations of the law, regulations or the Corporate Compliance Plan may result in disciplinary action, up to and including termination.

Signature

Print Name

Title

Date