



## CODE OF ETHICS POICY

**[To be signed every year by all staff]**

We, (staff and board members), dedicate ourselves to carrying out the mission of CSC in all of our duties and functions. We will:

1. Recognize that the chief function of the Agency at all times is to serve the best interests our individuals, their family members, and our constituency.
2. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, and effectiveness.
3. Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
4. Keeps the community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise any authority we have under the law, and carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.
12. Treat others with dignity and respect at all time and will strive to encourage others to be the best.
13. Maintain conduct that is fair, positive, and humane
14. Maintain conduct that is free of abuse, neglect, cruelty, humiliation, and fraud.
15. Not abuse, neglect, exploit, or misuse the funds or property of individuals to include but is not limited to not accepting gifts of money or property from an individual if not approved by the planning team.
16. Shall not witness signatures of individuals for legal documents such as powers of attorney, guardianship, advance directives, or medical treatment.
17. Shall comply with the company social media policy. Be respectful, honest and accurate; post only appropriate and respectful content.

Employee Name (print) \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_