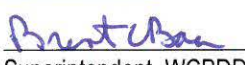
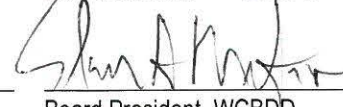


**Wood County Board of Developmental Disabilities**

**POLICY**

<b>Policy #:</b>	01-ALL-ALL-0154	<b>Subject:</b>	Ethical Codes of Conduct
<b>Effective Date:</b>	02-01-05	<b>Last Revision:</b>	12-05-17
<b>Person Responsible:</b>	Superintendent		
<b>Approvals/Date:</b>	 12/11/17 Superintendent, WCBDD	 12/11/17 Board President, WCBDD	

<p>It has always been and continues to be the intent of the Wood County Board of Developmental Disabilities that its Board members and employees maintain the highest ethical standards in their conduct of agency affairs. The essence of this policy is that all services, programs, supports, business and marketing practices, professional responsibilities and human resource management will be conducted with integrity, in compliance with applicable laws, and in a manner that excludes consideration of personal advantage.</p>
<p><b>Code of Conduct for Staff:</b></p> <ul style="list-style-type: none"> <li>• Strive to meet the needs of people receiving services with respect and dignity</li> <li>• Endeavor to work with everyone in a friendly, positive, enthusiastic and respectful way</li> <li>• Support Board policy and procedure, upholding all laws, rules, and regulations</li> <li>• Ensure a climate of loyalty, trust, and mutual respect</li> <li>• Avoid any actions that could provide any personal benefit or even the appearance of a conflict of interest</li> </ul>
<p><b>Code of Conduct for Board:</b></p> <ul style="list-style-type: none"> <li>• Uphold agency integrity, adhering to all laws, rules, and regulations, earning the trust and support of Wood County citizens</li> <li>• Ensure Wood Lane is a responsible steward of public money</li> <li>• Avoid any actions that could provide any personal benefit or even the appearance of a conflict of interest</li> </ul>
<p><b>Financial Code of Ethics:</b></p> <ul style="list-style-type: none"> <li>• All financial practices shall be handled in accordance with federal, state, and local laws and within the standards of commonly accepted, sound financial management practices</li> </ul>
<p><b>Marketing Code of Ethics:</b></p> <ul style="list-style-type: none"> <li>• Marketing activities, as a part of Wood Lane's accountability to the public, will uphold the integrity of Wood Lane so as to merit the continued support and trust of the public</li> <li>• Marketing activities will never knowingly mislead or misinform the public or misrepresent Wood Lane</li> <li>• Marketing efforts shall always respect the dignity and privacy rights of people receiving services</li> </ul>
<p><b>Business Code of Ethics:</b></p> <ul style="list-style-type: none"> <li>• Business activities will uphold the integrity of Wood Lane so as to merit the continued support and trust of the public</li> <li>• Business activities shall always ensure the privacy and dignity of people receiving services</li> <li>• Business activities shall be conducted in a manner that avoids any impropriety or conflict of interest and ensures the responsible stewardship of public money</li> </ul>
<p><b>Service Delivery Code of Ethics:</b></p> <ul style="list-style-type: none"> <li>▪ Services shall be delivered with respect and dignity, ensuring the utmost integrity and observance of the rights of people receiving services</li> <li>▪ Staff shall respect the individual choices and dreams of people receiving services, supporting them in their lifestyle decisions</li> <li>▪ Services shall be delivered based solely on the needs of people receiving services and shall not be driven by any personal gain or conflict of interest of the staff person involved. Should a conflict of interest develop, the staff involved must immediately report this to their supervisor and seek reassignment</li> </ul>
<p><b>Human Resources Code of Ethics:</b></p> <ul style="list-style-type: none"> <li>▪ Human Resource activities will uphold the integrity of Wood Lane so as to merit the continued support and trust of the public</li> <li>▪ Human Resource activities shall ensure the privacy and dignity of people receiving services and the employees working for the Board</li> <li>▪ Human Resource practices shall be conducted in a manner that avoids any impropriety or conflict of interest and ensures the responsible stewardship of public money</li> <li>▪ Human Resource practices shall promote fair and equitable opportunities for hire, retention, retraining, and promotion ensuring diversity in our workforce</li> </ul>
<p>Apparent staff violations of this policy should be reported to the Superintendent. Apparent Board violations shall be addressed to the President of the Board who shall investigate the allegation personally. Every effort will be made to protect the identity of the person directly reporting or the person may elect to report anonymously. The Superintendent shall be responsible for the development of procedures to ensure ethical conduct and to implement corrective measures when violations of ethical conduct have been confirmed.</p>

References: 02-ALL-ALL-0672 (HR)

Forms: 03-ALL-ALL-0629, 03-ALL-ALL-0630, 03-ALL-ALL-0631, 03-ALL-ALL-0698, 03-ALL-ALL-0869, 03-ALL-ALL-0895

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