

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0672 (HR)
Effective Date: 04-01-05
Person Responsible: Superintendent

Subject: Ethical Codes of Conduct/Complaint
Last Revision: 12-05-17

Approvals/Date: [Signature] 12/2/17
Superintendent, WCBDD Date Department Director Date

- 1. The Ethical Codes of Conduct Policy shall be reviewed during new employee orientation. All new employees and board members shall receive a copy of the Ethical Codes of Conduct Policy during their orientation and shall sign their respective form (03-ALL-ALL-0629/0630/0631/0869/0895) indicating their receipt.
2. Allegations of potential violations of ethical codes by staff shall be reported to the Superintendent. Should the alleged violation involve the Superintendent, the report shall be made directly to the Board President. Should the alleged violation involve a Board member, the report shall be made to the Board President. Should the alleged violation involve the Board President, the report shall be made directly to the Vice President of the Board.
3. All alleged violations shall be reported in writing using the attached form 03-ALL-ALL-0698. The complaint form must include a written attachment that includes the information and facts on which the complaint is based and any additional documentation and other evidence that corroborates and supports the allegations. Every effort shall be made to protect the identity of the person reporting the violation. There shall be no reprisals for reporting an allegation of a violation.
4. Facts and evidence to be provided in the complaint may include, but is not limited to, the following:
A. Date(s) of incident(s)
B. Your relationship to the person in violation (for example, employer, employee, colleague, supervisor, direct report.)
C. Location/occasion of incident(s)
D. How and when you observed/discovered the alleged violation
E. The person's actions, practices, and/or behavior you think were violations of the Ethical Codes of Conduct
F. Descriptions and copies of any communications with others regarding this incident(s)
G. Descriptions and dates of actions taken, if any, to try to rectify the situation prior to submitting this complaint
H. Descriptions and dates of any communications with person allegedly in violation regarding your concerns and any responses received
I. Signed and dated witness statements, if applicable
If the facts and circumstances in your complaint are also the subject of any complaints to other regulatory entities (e.g. OSHA, Department of Labor, Licensure) or a legal cause of action, please provide information on these matters.
5. The Superintendent will send the Complainant an acknowledgement that the complaint has been received. Appropriate investigation shall occur as soon as possible. The Superintendent shall investigate the alleged violation within 5 days of report and shall recommend action and next steps. The Board President or Vice President of the Board shall review the alleged violation and the findings and shall recommend appropriate sanctions for consideration of the entire Board. Either the President of the Board or Vice President of the Board shall investigate the allegation within 30 days of report.
6. A final report shall be issued summarizing the findings and, if the incident was verified, recommended steps to avoid reoccurrence. The Superintendent or Board shall take appropriate action to ensure the violation(s) do not reoccur. Employees responsible for verified violations shall be subject to discipline, based on the Board's Progressive Discipline/Corrective Action Procedure 02-ALL-ALL-0337 (HR).
7. All employees shall receive the Policy on Ethical Codes of Conduct upon hire. Board members shall receive it during their initial orientation to the Board. The policy and reporting procedure shall be reviewed annually.

References: 01-ALL-ALL-0154
02-ALL-ALL-0337

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