

Stark County Board of Developmental Disabilities

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CODE OF CONDUCT

POLICY

Stark County Board of Developmental Disabilities (SCBDD) believes that a commonly understood framework for the conduct of its representatives is essential to carrying out its Mission, while at the same time being faithful to its Core Values. As public servants, all representatives of SCBDD are expected to approach their responsibilities by providing high quality services, demonstrating sound stewardship of resources, acting with integrity, displaying fair treatment and respect for all, exuding an observable spirit of cooperation, and ensuring that SCBDD services are inclusive.

This statement establishes basic and general standards expected of all representatives of SCBDD, whether Board members, managers, represented, non-represented, full or part-time, temporary or substitute staff. Those acting on behalf of SCBDD have a general duty to conduct themselves with honesty and trustworthiness, with efficiency and effectiveness, and to demonstrate accountability and compliance with local, state, and federal laws, and Board policies. In addition to these standards, employees are subject to any professional standards of conduct or ethical requirements applicable to their disciplines.

The specific standards herein are subject to revision by the Superintendent.

Core Value: CHOICE

People have the right to choose how they will live their lives.

- All representatives of SCBDD are expected to carry out their responsibilities in a manner that demonstrates the agency's commitment to the importance of person centered planning and choice.
- All representatives of SCBDDs' commitment to choice reflects our belief in person centered planning, which enables individuals and their circle of support to identify what is "important to" and "important for" a person.
- All representatives of SCBDD are expected to demonstrate an attitude of valuing the importance of all of our constituents. The individuals we serve, the community partners with whom we share mission objectives and other DD system providers are important to assuring access in planning for life.
- All representatives of SCBDD representatives will foster with individuals the value of self-advocacy and the need to integrate into the community. Further, all representatives of SCBDD will encourage and support individuals' access to community resources whenever possible.

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- All representatives of SCBDD are committed to having services delivered within “natural environments” or said more simply, “in our community.”

Core Value: DIGNITY AND RESPECT

All people have the right to be treated with dignity and respect.

- All representatives of SCBDD are expected to fulfill their responsibilities in a manner that acknowledges that individuals’ rights must be respected and protected.
- All representatives of SCBDD will respect the personal space of individuals being served.
- All representatives of SCBDD will carry out their duties in a manner that acknowledges the importance of confidentiality. The importance of confidentiality is not limited to those situations defined by HIPAA. Confidentiality is a matter of professional judgment and discretion. All representatives and constituents of SCBDD should expect that their personal information is discussed only when appropriate and necessary.
- All representatives of SCBDD will demonstrate that they value the employees of the agency. This valuing will include, but will not be limited to, making reasonable efforts to know the employees within our departments, avoiding favoritism in department decision-making and showing appreciation for employee contributions and work.
- All representatives of SCBDD will conduct their responsibilities with respect for the boundaries of their assignments. Issues that require attention or follow-up will be addressed through the assigned management structure.
- All representatives of SCBDD are committed to being open minded to differing opinions and seek first to understand before making decisions.
- Whenever possible, a team approach should be used with children, youth, and adults with disabilities. If the necessity for one-on-one interactions between employees and children, youth, and adults with disabilities arises, the interaction should occur in an unenclosed area and with the knowledge of another employee. Employees are to be encouraged to alert each other when questionable behavior is displayed. All incidents should be reported to management and an incident report should be filed.

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Core Value: ACCOUNTABILITY

We are accountable to individuals with disabilities, their families and guardians, and to the citizens of Stark County.

- All representatives of SCBDD will demonstrate professionalism in carrying out their responsibilities.
- All representatives of SCBDD will be faithful to their accepted responsibilities. Standards requiring compliance include, but are not limited to, credentialing, training opportunities, understanding his/her assigned role (and the administrative rules upon which they are based) and knowledge of current best practice trends.
- All representatives of SCBDD will make decisions and take actions that support and promote health, safety or welfare.
- All representatives of SCBDD will carry out their jobs in a manner that is consistent with existing labor contracts, as well as, agency policies and procedures.

Core Value: STEWARDSHIP

We value services that respond to the public need by adhering to what we do best and ensuring that we are using public resources in an efficient and effective way.

- All representatives of SCBDD are responsible for demonstrating knowledge and understanding of the agency's Strategic Plan. Communication should be supportive of our vision, mission, core values and strategic directions.
- All representatives of SCBDD are responsible for understanding that the agency is tax supported and levy funded. To support this understanding, agency leadership will communicate our financial status in a manner that is meaningful and relevant to all employees.
- All representatives of SCBDD will use agency equipment, time and resources as authorized and will exercise reasonable care for agency resources.

Core Value: INTEGRITY

We choose to be honest, trustworthy, and ethical in all we do.

- All representatives of SCBDD will communicate in a manner that is supportive of the agency's Strategic Plan. Agency representatives will choose communication styles that are positive, constructive and authentic.

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- All representatives of SCBDD will be mindful of the importance of agency loyalty and the impact of the attitude which they model through all behaviors. Agency representatives will demonstrate a commitment to the agency in all environments, including social networking. Conversely, agency representatives will avoid actions or decisions that knowingly bring embarrassment or harm to SCBDD.
- All representatives of SCBDD will avoid making decisions, whether real or perceived, that are made solely to elevate their personal image or status.
- All representatives of SCBDD will not seek or accept personal gifts in excess of \$25.00 from vendors or constituents of the agency.
- All representatives of SCBDD will engage in conflict resolution that is consistent with the agency’s core values and with respect for the chain of command.
- All representatives of SCBDD will not knowingly discriminate, harass, or bully prospective employees, current employees, individuals receiving services, or other constituents.
- All representatives of SCBDD will not falsify documentation, knowingly mislead, cheat, lie or steal in the course of delivering agency services.
- All representatives of SCBDD representatives will not engage in compromising relationships.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Superintendent
3/17/12	03-27-12	
12/19/15	12-67-15	