

Stark County Board of Developmental Disabilities

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CODE OF CONDUCT

POLICY

I. Standards for Integrity

The Board acknowledges the importance of earning and upholding a reputation for integrity, which includes, but is not limited to, compliance with laws, regulations, and contractual obligations. Even the perception of misconduct or impropriety can harm the Board. The Board and its employees must consistently uphold the highest standards of integrity and quality. In some situations, laws or regulations do not specifically govern the Board's activities and employee conduct. In these cases, our conduct will always be guided by principles of fairness, honesty, and respect for the rights of others.

In addition, every employee must conduct the Board's activities honestly, accurately, and fairly. Each situation should be evaluated according to this standard. Expediency must never compromise integrity.

[Policy 2.09 Corporate Compliance Program](#)

II. Standards for Respect and Inclusivity

The Board is committed to fostering a safe, healthy, and professional work environment where every employee is not just respected, but also encouraged to excel in their performance. Each employee is an integral part of this commitment and is expected to treat the people they support, their families, providers, vendors, the citizens of Stark County, and each other with respect, dignity, honesty, fairness, and integrity at all times.

The Board is dedicated to upholding a workplace free from all forms of discrimination or harassment, including behavior or language that could create a hostile or offensive work environment. The Board does not tolerate such behavior.

[Policy 4.22 Policy Against Harassment](#)

[Policy 4.13 Anti-Bullying Policy](#)

[Policy 2.14 Abuse Awareness and Prevention](#)

[Policy 4.19 Use of Social Media](#)

[Policy 3.08 Workplace Violence Prevention](#)

[Policy 5.11 Anti-Harassment, Anti-Intimidation, and Anti-Bullying in Schools](#)

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III. Compliance with Laws and Applicable Policies and Procedures:

Know and follow all applicable local, state, and federal laws, rules, regulations, and policies that apply to our work. We are mandated reporters.

[Policy 1.08 Board Policies and Procedures](#)

[Policy 2.12 Incidents Adversely Affecting Health and Safety](#)

IV. Conflicts of Interest:

Relationships between the Board and its vendors or providers must remain free from actual or perceived impropriety or favoritism. Employees are prohibited from soliciting or accepting any material gifts, gratuities, or payments—cash or in-kind—valued over \$25 from a person served or any third party seeking or currently doing business with the Board.

[Policy 1.05 Ethics Council](#)

[Policy 4.51 Employee Conflict of Interest](#)

[Policy 4.08 Outside Employment](#)

[Policy 4.54 Nepotism](#)

V. Confidentiality, Privacy, and Information Security:

Employees handle confidential, regulated, and private health information (PHI) protected under HIPAA and other applicable privacy laws. All employees are expected to strictly comply with federal, state, and local laws, contractual obligations, and Board policies governing the use, protection, and disclosure of PHI. It is important to note that texting is not a HIPAA-compliant method for transmitting PHI, and such practices should be avoided to ensure the confidentiality and security of sensitive health information.

[Policy 2.08 Confidentiality.](#)

[Policy 4.33 Access, Duplication, and Dissemination of Personnel Records](#)

[Policy 2.22 Health Insurance Portability and Accountability Act of 1966 \(HIPAA\)](#)

[Policy 2.08 Confidentiality](#)

[Policy 6.03 IT Confidentiality](#)

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VI. Use of Board's Resources:

Resources are reserved for business purposes and may not be used for personal gain or personal use except in a manner that is incidental and reasonable.

[Policy 2.26 Use of Board Vehicles](#)

[Policy 2.19 Utilizing County Tax Dollars as a Last Resort](#)

[Policy 6.20 IT Cell Phone and Personal Devices](#)

[Policy 6.23 Electronic Communication](#)

[Policy 6.01 IT Acceptable Use](#)

VII. Reporting Suspected Violations:

Employees are expected to report suspected violations of laws, regulations, contracts, this Code of Conduct, and Board policies. Reports should typically go through standard management channels, starting with the immediate supervisor. Employees may escalate the concern to higher management or Human Resources if reporting to the supervisor is inappropriate or uncomfortable by the use of an anonymous electronic form.

VIII. Training and Communication of Code of Conduct:

Please review our Code of Conduct and understand how it and our policies apply to our job. When in doubt, reach out. If you have questions or concerns, ask a supervisor or consult Human Resources.

Historical Resolution Information	Reviewer(s):								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>02/26/19</td> <td>02-07-19</td> </tr> <tr> <td>03/22/22</td> <td>03-15-22</td> </tr> <tr> <td>01/28/25</td> <td>01-05-25</td> </tr> </tbody> </table>	Date	Resolution Number	02/26/19	02-07-19	03/22/22	03-15-22	01/28/25	01-05-25	<p>Superintendent</p>
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