



Ethics Policy

General Standards of Conduct (Employee handbook Section 17)

In general, the Community expects all employees to conduct themselves in a productive, ethical, and professional manner consistent with the Community's philosophy to provide high-quality services. In addition to complying with all policies in this Handbook or otherwise, as well as all applicable laws and regulations, the following are examples of some, but not all, types of conduct which may lead to disciplinary action, up to and including immediate discharge. It is not possible for the Community to provide a complete or exhaustive list of all types of potentially unacceptable conduct. As such, the following list is merely illustrative or for example purposes. The employment relationship between the employee and the Community always remains at-will and either may terminate the relationship at any time without any cause whatsoever.

- Falsifying timesheets, expense reports, employment applications, or other records.
- Violating any Community policy including but not limited to “Non-Discrimination and Anti-Harassment” policy.
- Reporting to work appearing to be intoxicated or under the influence of alcohol or any non-prescription drug or other violations of the Drug-Free Workplace policy.
- Theft (or failing to report a known theft), of Community or personal property.
- Excessive absenteeism or tardiness.
- Unauthorized possession of firearms on Community property.
- Fighting, insubordination, or refusal to follow lawful management directives.
- Disregarding safety procedures.
- Excessive, careless, unnecessary, or unauthorized use of Community assets or client possessions.
- Excessive personal phone calls, personal long-distance calls, or personal expenses charged on Community accounts.
- Ineffective or substandard performance that in the sole discretion of the Community does not meet the requirements of the position.
- Violating our Conflict of Interest or Confidentiality policies.
- Violating the No-Solicitation Policy.
- Negligence or improper conduct leading to damage of property.
- Commission of an act that constitutes a crime.



- Smoking/vaping in areas other than designated areas.
- Maliciously false or obscene conduct.
- Sleeping on duty.
- Off-hours or off-premises behavior, which, in the sole discretion of the Community, could reasonably adversely affect one's job or the reputation of the Community.

Nothing outlined here is intended to limit an employees' right to raise or discuss protected issues regarding the terms and conditions (such as wages, hours, working conditions) of employment with the Community or otherwise engage in protected concerted activity under the National Labor Relations Act.

Gifts/gratitude's

Employees are prohibited from requesting or accepting for themselves or others any gifts, favors, entertainment, payments without a legitimate business purpose (nor shall they seek or accept personal loans other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or is a competitor of the Community. In the application of this policy:

- ❖ Employees may accept for themselves, and members of their families' common courtesies usually associated with customary business practices. These include but are not limited to:
 - Lunch and/or dinner with vendors sometimes including spouses if the invitation is extended by the vendor.
 - Gifts of small value from vendors such as calendars, pens, pads, knives, etc.
 - Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event. These are not to be solicited by the Community associate and must be approved by the appropriate Community officer.
 - Overnight outings are acceptable under the condition that individuals from either other companies or the vendor are in attendance. The associate must have prior approval from the appropriate Community officer.
 - The receipt of alcoholic beverages is discouraged.
 - Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.



- ❖ A strict standard is expected with respect to gifts, services, discounts, entertainment, or considerations of any kind from suppliers. The following should serve as a guide:
 - Day outings such as golf, fishing, and hunting are acceptable with prior approval from the appropriate Community official. The vendor must be in attendance and participation by the employee's family members is not acceptable.
 - Use of vendor's facilities (vacation homes, etc.) by employees or families for personal use is prohibited. In the event the vendor is present for the duration of the visit such a situation is acceptable if it is only once per year and for limited duration, i.e., a long weekend. The employee must have prior approval from the Executive Director.
 - It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

Management employees should not accept gifts from those under their supervision of more than limited value.

Conflict of interest

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the Community. As in all other facets of their duties, employees dealing with clients, suppliers, contractors, competitors, or any person doing or seeking to do business with the Community are to act in the best interest of the Community. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. Such conflicts include, but are not limited to:

- Ownership by an employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the Community.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the Community. Exceptions to this can be approved by the Executive Director or the Board President.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the Community or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the associate from acting in the best interest of the Community. See Dating & Personal relationships Policy.



Penalties for violating the code of ethics

Penalties for violations of the code of ethics is based on the severity and individual circumstances of the violation. Each violation will be investigated by management and consequences will include, but not limited to:

- Termination of employment
- Suspension with/without pay
- Written letter of reprimand
- Verbal warning