



Code of Conduct

Preface

“Do the right thing.” Those affiliated with The Arc Jefferson-St. Lawrence are expected to apply those words to how we support the people in our programs. Yes, it’s about providing lifelong opportunities that enhance the lives of people, so that they may achieve their hopes and aspirations. But it’s also about doing the right thing more generally - following the law, acting honorably, and treating each other with respect.

The Arc Jefferson-St. Lawrence’s Code of Conduct is one of the ways we put “doing the right thing” into practice. It’s built around the recognition that everything we do in connection with our work at The Arc Jefferson-St. Lawrence will be, and should be measured against the highest possible standards of ethical business conduct. Trust and mutual respect among employees and people we support are the foundation of our success and they are something we need to earn every day.

So, read this Code. It is meant to be followed both in its spirit and letter, always bearing in mind that all of us affiliated with The Arc Jefferson-St. Lawrence have a personal responsibility to incorporate, and encourage others to incorporate, the principles of the Code in our work. This is not a detailed or all-inclusive list of what to do in every aspect of your work, but rather a roadmap to help people we support to be treated with dignity and their human rights will be respected in a nurturing, safe, and healthy environment. If you ever have a question or think that another individual or our Agency as a whole may be falling short of our commitment, don’t be silent. It is your responsibility to report your concerns.

Who must follow our Code?

We expect our employees and Board members to know and follow the Code. Failure to do so can result in disciplinary action, including termination of employment. While the Code is written specifically for employees and Board members, we expect The Arc Jefferson-St. Lawrence contractors, consultants, vendors and people we support to follow the Code in connection with their work for us. Failure to do so could result in termination of their relationship with The Arc Jefferson-St. Lawrence.

What if I have a Code-Related Question or Concern?

If you have a question or concern, don’t just keep it to yourself. You can contact your Supervisor, Manager, Director, Administrator or Corporate Compliance Officer. If you want to remain anonymous, you can report a suspected violation or concern through the Compliance Helpline.

No Retaliation

The Arc Jefferson-St. Lawrence prohibits retaliation against any employee who reports or participates in an investigation of a possible violation of the Code. If you believe you have been retaliated against, please contact the Corporate Compliance Officer.

I. The People We Support

Regarding supports provided, our Code of Conduct includes provisions not just from The Arc Jefferson-St. Lawrence Code of Conduct, but also from the following:

- **Code of Conduct for Custodians of People with Special Needs** developed by the New York State Justice Center which requires that their Code be read and signed by anyone who will have regular and substantial contact with any person receiving services or supports from facilities or providers covered under the Protection of People with Special Needs Act.
- **Code of Ethics for Direct Support Professionals (DSP)** developed by the National Alliance for Direct Support Professionals (NADSP) which guides DSPs through the ethical dilemmas they face daily and encourages the highest professional ideals.
- You must abide by the following provisions:

Justice Center	Direct Support Professional	The Arc Jefferson-St. Lawrence
<p>Person Centered Approach My primary duty is to the people who receive supports and services from this organization. I acknowledge that each person of suitable age must have the opportunity to direct his or her own life, honoring, where consistent with agency policy, their right to assume risk in a safe manner, and recognizing each person's potential for lifelong learning and growth. I understand that my job will require flexibility, creativity and commitment. Whenever consistent with agency policy, I will work to support the individual's preferences and interests.</p>	<p>Person Centered Supports As a DSP, my first allegiance is to the person I support; all other activities and functions I perform will follow this allegiance.</p> <p><i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Commit to person-centered supports as best practice. • Focus first on the person and understand that my role in direct supports will require flexibility, creativity and commitment. • Recognize that each person is capable of directing their own life. • Honor those who cannot speak by seeking other ways of understanding them. • Recognize that the unique culture, social network, circumstances, personality, preferences, needs and gifts of each person I support must be the primary guides for the selection, structure, and use of supports for that person. • Advocate with the person I support and others when the demands of the system override the needs of those I support, or when individual preferences, needs or gifts are neglected for any reason. 	<p>As an employee of The Arc Jefferson-St. Lawrence, I will treat all individuals respectfully and appropriately. I will recognize that individuals over the age of 18 are adults and interact with them on that level.</p>
<p>Physical, Emotional and Personal Well-Being I will promote the physical, emotional and personal well-being of any person who receives services and supports from this organization, including their protection from abuse and neglect and reducing their risk of harm to others and themselves.</p>	<p>Promoting Physical and Emotional Well-Being As a DSP, I am responsible for supporting the emotional, physical and personal well-being of the individuals receiving support. I will encourage growth and recognize the autonomy of the individuals receiving support while being attentive and energetic in reducing their risk of harm.</p> <p><i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Develop a respectful relationship with the people I support that is based on mutual 	<p>As an employee of The Arc Jefferson-St. Lawrence, I will not engage in any action constituting abuse, mistreatment or neglect as defined in Part 624 of the Commissioner's Regulations. I understand The Arc Jefferson-St. Lawrence does not tolerate abuse in any form. I will respect safety rules and make a timely and accurate report of an accident or injury. I will follow plans in place for protection of health and safety</p>

	<p>trust and maintains professional boundaries.</p> <ul style="list-style-type: none"> • Understand and respect the values of the people I support and facilitate their expression of choices related to those values. • Assist the people I support to prevent illness, avoid unnecessary risk, and understand their options and possible consequences that relate to their physical health, safety, and emotional well-being. • Partner with each person and their support network to identify areas of risk and create safeguards specific to these concerns. • Challenge other support team members, such as doctors, nurses, therapists, coworkers, and family members, to recognize and support the rights of people to make informed decisions even when these decisions involve personal risk. • Be vigilant in identifying and reporting any situation in which the people I support are at risk of abuse, neglect, exploitation or harm. • Address challenging behaviors proactively and respectfully. If aversive or deprivation intervention techniques are included in an approved support plan, I will work diligently to find alternatives and pursue the elimination of these techniques from the person's plan. 	<p>and follow recommendations of clinical service providers including behavior support staff.</p>
<p><i>Integrity, Responsibility and Professional Competency</i> I will reinforce the values of this organization when it does not compromise the well-being of any person who receives services and supports. I will maintain my skills and competency through continued learning, including all training provided by this organization. I will actively seek advice and guidance of others whenever I am uncertain about an appropriate course of action. I will not misrepresent my professional qualifications or affiliations. I will demonstrate model behavior to all, including persons receiving services and supports.</p>	<p><i>Integrity and Responsibility</i> As a DSP, I will support the mission of vitality of my profession to assist people in leading self-directed lives to foster a spirit of partnership with the people I support, other professionals, and the community.</p> <p><i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Be aware of my own values and how they influence my professional decisions. • Maintain competency in my profession through learning and ongoing collaboration with others. • Assume responsibility and accountability for my decisions and actions. • Advance my knowledge and skills through ongoing professional development and lifelong learning. • Seek advice and guidance on ethical issues from others as needed to inform decision-making. • Recognize the importance of modeling valued behaviors to co-workers, people I support, and the community at-large. • Practice responsible work habits. 	<p>As an employee of The Arc Jefferson-St. Lawrence, I will not engage in any act contrary to The Arc Jefferson-St. Lawrence’s Code of Conduct including acts of omissions involving staff or people we support. I will follow Agency policies and procedures regarding provision of supports and services. I agree to communicate professionally with other service providers, the person’s support network, and the general public.</p>
<p><i>Personal Health Information and Confidentiality</i> I understand that persons served by my organization have the</p>	<p><i>Confidentiality</i> As a DSP, I will safeguard and respect the confidentiality and privacy of the people I support.</p>	<p>As an employee of The Arc Jefferson-St. Lawrence, I will comply with all applicable laws and regulations regarding personal</p>

<p>right to privacy and confidentiality with respect to their personal health information and I will protect this information from unauthorized use or disclosure, except as required or permitted by law, rule, or regulation.</p>	<p><i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Seek information directly from those I support regarding their wishes in how, when and with whom privileged information should be shared. • Recognize that confidentiality agreements are subject to federal and state laws and regulations, as well as agency policies. • Recognize that it may be necessary to disclose confidential information in order to prevent serious or imminent harm to the person I support or others. • Seek out qualified guidance to help clarify situations where the correct course of action is unclear to me. 	<p>privacy and confidentiality of personal information. I will make and maintain any records required by my job promptly, truthfully, completely and accurately.</p>
<p>Non-Discrimination I will not discriminate against people receiving services and supports or colleagues based on race, religion, national origin, sex, age, sexual orientation, economic condition or disability.</p>	<p>Justice, Fairness and Equity As a DSP, I will promote and practice justice, fairness, and equity for the people I support and the community as a whole. I will affirm the human rights, civil rights and responsibilities of the people I support.</p> <p><i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Assist the people I support to access opportunities and resources in the community that are available to everyone. • Facilitate the expression and understanding of rights and responsibilities with the people I support. • Understand the guardianship or other legal representation of the people I support, and work in partnership with legal representatives to assure that the person's preferences and interests are honored. 	<p>As an employee of The Arc Jefferson-St. Lawrence, I will recognize and actively implement protections for each person's civil, legal, and human rights</p>
<p>Respect, Dignity and Choice I will respect the dignity and individuality of any person who receives services and supports from this organization and honor their choices and preferences whenever possible and consistent with agency policy. I will help people receiving supports and services use the opportunities and resources available to all in the community, whenever possible and consistent with agency policy.</p>	<p>Respect As a DSP, I will respect the human dignity and uniqueness of the people I support. I will recognize each person I support as valuable and promote their value within communities.</p> <p><i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Seek to understand the people I support today in the context of their personal history, their social and family networks, and their hopes and dreams for the future. • Recognize and respect the cultural context (such as gender, disability, religion, sexual orientation, ethnicity, socio-economic class) of the person supported and his/her social network. • Honor the choices, preferences, abilities and opinions of the people I support. • Protect the privacy of the people I support. • Interact with the people I support in a manner that is respectful to them. • Provide opportunities for the people I support to be viewed and treated with 	<p>As an employee of The Arc Jefferson-St. Lawrence, I will recognize the dignity of the people I support and treat them with courtesy. I will respect the personal privacy and private property rights of the people I support.</p>

	<p>respect and embraced as integral, contributing members of their communities.</p> <ul style="list-style-type: none"> • Promote the use of language that is respectful, sensitive and contemporary. • Practice positive intention and transparency in my interactions. 	
<p>Relationships I will help people who receive services and supports from this organization maintain or develop healthy relationships with family and friends. I will support them in making informed choices about safely expressing their sexuality and other preferences, whenever possible and consistent with agency policy.</p>	<p>Relationships As a DSP, I will assist the people I support to develop and maintain relationships. <i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Advocate with the people I support when they do not have opportunities to build and maintain relationships. • Recognize the importance of maintaining reciprocal relationships and proactively facilitate relationships between the people I support, their family and friends. • Assure that people have the opportunity to make informed choices in safely expressing their sexuality. • Separate my personal beliefs and expectations regarding relationships (including sexual relationships) from those of the people I support. If I am unable to separate my own beliefs and preferences in a given situation, I will remove myself from the situation and seek the assistance of a qualified coworker. • Refrain from expressing negative views, harsh judgments, and stereotyping of people. 	<p>As an employee of The Arc Jefferson-St. Lawrence, I will not allow any unauthorized visitors to have access to any of the premises of The Arc Jefferson-St. Lawrence.</p>
<p>Self-Determination I will help people receiving supports and services realize their rights and responsibilities, and, as consistent with agency policy, make informed decisions and understand their options related to their physical health and emotional well-being.</p>	<p>Self-Determination As a DSP, I will assist the people I support to direct the course of their own lives. <i>Furthermore, as a DSP, I will:</i></p> <ul style="list-style-type: none"> • Support the rights of individuals to lead self-directed lives, working in partnership with other members of the person’s support network. • Promote self-determination in physical, intellectual, emotional, social and spiritual pursuits. • Honor a person’s right to assume risk in an informed manner. • Recognize that each individual has potential for lifelong learning and growth. • Celebrate, accept and learn from life’s rich experiences with people through triumphs and failures. 	<p>As an employee of The Arc Jefferson-St. Lawrence I will provide lifelong opportunities that enhance the lives of people, so that they may achieve their hopes and aspirations.</p>
<p>Advocacy I will advocate for justice, inclusion and community participation with, or on behalf of, any person who receives services and supports from this organization, as consistent with</p>	<p>Advocacy As a DSP, I will advocate with the people I support for justice, inclusion and full community participation. <i>Furthermore, as a DSP, I will:</i></p>	<p>As an employee of The Arc Jefferson-St. Lawrence, I will understand that people we support will have equal access to all aspects of the programs and services recommended in their lifeplan.</p>

<p>agency policy. I will promote justice, fairness and equality, and respect their human, civil and legal rights.</p>	<ul style="list-style-type: none"> • Support people to speak for themselves in all matters, and offer my assistance when needed. • Represent the best interests of people who cannot speak for themselves by partnering with the individual and their support team to gather information and find alternative means of expression. • Advocate for laws, regulations, policies, and procedures that promote justice and inclusion for all people with disabilities. • Promote human, legal, and civil rights for all people and help those I encounter to understand these rights. • Seek additional advocacy services when those that I provide are not sufficient. • Seek out qualified guidance when I am unsure of the appropriate course of action in my advocacy efforts. • Recognize that those who victimize people with disabilities must be held accountable. 	
<p>Reporting Requirement As a mandated reporter, I acknowledge my legal obligation to report all allegations of reportable incidents immediately upon discovery to the Justice Center’s Vulnerable Persons’ Central Register by calling 1-855-373-2122</p>		

II. Respect Each Other

The Arc Jefferson-St. Lawrence is committed to a work environment where employees have the opportunity to reach their fullest potential. Each employee is expected to do his or her utmost to create a respectful workplace culture that is free of harassment, intimidation, bias and unlawful discrimination of any kind.

1. **Equal Opportunity Employment** *[Refer to Human Resource Manual Section 4.3]*

The Arc Jefferson-St. Lawrence has and will continue to provide all employees and applicants equal opportunity in the manner provided by law in all aspects of employment regardless of their race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation, gender expression, familial status, or any other characteristic protected under federal, state, or local law.

2. **Open Door Policy** *[Refer to Human Resource Manual Section 1.3]*

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open door policy. Management at The Arc Jefferson-St. Lawrence maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related matters or personal matters. We welcome your input. If you feel you have been discriminated against in any way, you are encouraged to express concern through this open door policy.

3. Drug Free Workplace Policy [*Refer to Human Resource Manual Section 4.28*]

It is the intent of The Arc Jefferson–St. Lawrence to provide a working environment for our staff and an environment for the people we support that is safe, healthy and free from any alcohol and/or drug use. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in the Agency’s workplace or any location where the employees of the agency are performing work.

4. Non-Smoking Policy [*Refer to Human Resource Manual Section 4.26*]

In order to promote a healthy and safe environment, smoking is not allowed in any of Arc Jefferson–St. Lawrence facilities. The agency complies with the New York State Clean Indoor Act of 2003 and all fire prevention procedures. Designated smoking areas have been established. We also include vaporizers referred to as electronic cigarettes, vaporizers, vapes, jewels etc. In addition, we prohibit the chewing of tobacco, using snuff or other such products while on shift. Smoking is prohibited in all Agency buildings, including the residences and in all Agency vehicles.

5. Workplace Violence Prevention [*Refer to Human Resource Manual Section 4.5*]

The Arc Jefferson–St. Lawrence is committed to providing a safe work environment for all employees. Threats of violence or acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or the Human Resources department.

III. Avoid Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the actions we take on behalf of the agency may conflict with our own personal or family interests. We owe a duty to the agency to advance its legitimate interests when the opportunity to do so arises. We must never use The Arc Jefferson-St. Lawrence property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with The Arc Jefferson–St. Lawrence. When faced with a potential conflict of interest, ask yourself:

- Would this activity create an incentive for me, or be perceived by others to create an incentive for me to benefit myself, my friends or my family or an associated business at the expense of The Arc Jefferson–St. Lawrence?
- Would this activity harm my reputation, negatively impact my ability to do my job at The Arc Jefferson–St. Lawrence or potentially harm The Arc Jefferson–St. Lawrence?
- Would this activity embarrass The Arc Jefferson–St. Lawrence or me if it showed up on the front page of a newspaper?

If the answer to any of these is yes, the relationship or situation is likely to create a conflict of interest and you should avoid it.

Below are some areas where conflicts of interest often arise:

1. Employees are prohibited from using agency assets, defined as funds, materials, supplies, or agency information, including any Protected Health Information of that of another Employee or program participant to advance their personal outside interests or to discredit the agency's name, position, or reputation.
2. Full, or part-time, or temporary employment with an organization which does business with the agency or is a competitor.
3. Service as an advisor or consultant to any organization that does business with the ARC or a competitor. (Service under the direction of the Chief Executive Director, designed to assist a fellow organization, will not be considered to be a conflict of interest.)
4. Volunteer service on a Board of Directors of an agency considered to be a competitor of the ARC.
5. Engaging in a separate employment relationship with any current program participant, including the family, guardian, care provider, etc., of that participant.
6. Engage in a financial transaction with a program participant, either selling to or purchasing from.
7. An Employee supervising a Family Member or another Employee with whom the Employee is in a personal dating relationship, including but not limited to conducting performance evaluations, signing time-sheets, setting work schedules, authorizing overtime and any other duties of a supervisory nature.
8. An Employee working with a Family Member or other Employee with whom the Employee is in a personal dating relationship at the same site, classroom or program area.
9. Any financial interest that an Employee or any Family Member may have in any funding source or vendor relationship with the ARC.
10. Giving or accepting anything, including gifts or money, or entertainment (tickets as one example), that could reasonably be seen as intending to improperly influence the recipient. The monetary amount specified as acceptable may be less than \$25.00. Gifts over this amount will be considered unacceptable.

Special Note: Gifts to a Family Member of an Employee are also prohibited.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

IV. Preserve Confidentiality *[Refer to Human Resources Manual Section 5.1]*

As a matter of course, employees of The Arc Jefferson–St. Lawrence will have access to confidential information. Maintaining confidentiality of employees and records of those we support is imperative for the Agency to continue as a viable community operation. All employees are expected to maintain the security of confidential information. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of The Arc Jefferson–St. Lawrence confidential information without express written approval is prohibited. Failure to comply with this policy may result in disciplinary action, termination of employment, and/or legal action services to individuals. Additionally posting anything work related on a social networking site is prohibited.

V. Protect The Arc Jefferson-St. Lawrence's Assets *[Refer to Human Resources Manual Section 5.1 to 5.5]*

The Arc Jefferson-St. Lawrence has a well-earned reputation for generosity with our employee benefits and transparency within the Agency. Our ability to continue these practices depends on how well we conserve Agency resources and protect Agency assets and information.

The Arc Jefferson-St. Lawrence provides the tools and equipment needed to do your jobs effectively, but counts on you to be responsible and not wasteful with the supplies and tools provided for you. The Arc Jefferson-St. Lawrence's communication system (which includes both our network and the hardware that uses it like computers and mobile devices) is a critical aspect of the Agency's property. Be sure to follow all security policies. If you have any reason to believe that our network security has been violated, for example, you lose your laptop or cell phone or think that your network password may have been compromised-please report promptly to the IT Security Officer.

VI. Ensure Financial Integrity and Responsibility

Financial integrity and fiscal responsibility are core aspects of professionalism. This is more than accurate reporting of our financials, though that is certainly important. Any money we spend on behalf of The Arc Jefferson-St. Lawrence is not ours; it belongs to the Agency. Each person at The Arc Jefferson-St. Lawrence has a role in making sure that money is appropriately spent, our financial records are complete and accurate and internal controls are honored.

No one may use The Arc Jefferson-St. Lawrence credit card to make a purchase in the Agency's name without being duly authorized.

If you're unsure about whether you should spend money or submit an expense for reimbursement, check with your manager. Managers are responsible for money spent and expenses incurred and should carefully review any purchases before approving.

If your job requires financial recording of transactions for program petty cash or funds of people supported, make sure that you're fully familiar with all of The Arc Jefferson-St. Lawrence policies that apply. Immediately report to your manager or supervisor any transactions that you think are not being recorded correctly.

VII. Obey the Law

The Arc Jefferson-St. Lawrence takes its responsibilities to comply with laws and regulations very seriously and each of us is expected to comply with applicable legal requirements and prohibitions. While it's impossible for anyone to know all aspects of every applicable law, you should understand the major laws and regulations that apply to your work. Take advantage of Corporate Compliance and Human Resources to assist you here.

VIII. Specific Rules Regarding Behavior and Conduct

1. No one shall engage in any action constituting abuse as defined in Part 624 of the Commissioner's Regulations. Abuse is a broad term under these regulations and may include features of physical, sexual, psychological, verbal, or neglect components. The Arc Jefferson-St. Lawrence does not tolerate abuse in any form.
2. All staff must obey and follow any specific orders or directions from an immediate supervisor and act in accordance not only with all applicable laws and regulations but also in the best interests of The Arc Jefferson-St. Lawrence.

3. All staff of The Arc Jefferson-St. Lawrence, unless granted leave according to policy, must strictly abide by their scheduled work and break times as well as any standards set for production or quality of work.
4. No person shall use, possess, distribute, sell, or consume alcohol, illegal drugs or other illegal substances while on the premises of The Arc Jefferson-St. Lawrence or anywhere else while at work for the Agency.
5. No person shall report to work at any of the premises of The Arc Jefferson-St. Lawrence while under the influence of alcohol, illegal drugs or substances, or any prescribed medication that impairs that person's ability to perform any of the scheduled work.
6. No person shall possess or keep any legal or illegal weapons including firearms, knives, batons, brass knuckles, etc. at or on any of the premises of The Arc Jefferson-St. Lawrence.
7. No person shall steal, intentionally misuse, or damage any of the property of The Arc Jefferson-St. Lawrence or of any other person.
8. All persons who keep records for any reason for The Arc Jefferson-St. Lawrence shall make and maintain all of those records promptly, truthfully, completely, and accurately. No records should ever intentionally convey false information or misrepresent or omit any facts required for a completely accurate recording of an event.
9. No person, contractor, or director of the Agency shall engage in any financial transaction that may be interpreted as a benefit to the staff person or volunteer to the detriment of an Agency consumer.
10. Each person affiliated with The Arc Jefferson-St. Lawrence shall comply with all applicable laws and regulations regarding personal privacy and confidentiality of personal information. No one shall reveal or discuss any confidential information including protected health information or personally identifiable information regarding another person who is entitled to expect confidentiality or privacy concerning that information.
11. Smoking is prohibited in all Agency buildings, including the residences and in all Agency vehicles. Also prohibited is vaporizers, chewing tobacco, snuff, or other such products while on shift. Designated smoking areas have been established.
12. No person shall operate any vehicles, machinery, tools or equipment without appropriate training, a valid license, if necessary and permission of a supervisor.
13. No person shall use the credit of the Agency or make any purchases in the Agency's name without being duly authorized.
14. No person shall gamble while on any of the premises of The Arc Jefferson-St. Lawrence.
15. No person shall solicit contributions, post or remove notices on any bulletin board nor distribute any written or printed materials without prior approval of the Chief Executive Officer of The Arc Jefferson-St. Lawrence.
16. Unless specified in a job description, no staff person may sleep while working for The Arc Jefferson-St. Lawrence.
17. No person shall disregard any safety rules or fail to make a timely and accurate report of an accident or an injury.
18. No person shall eat in areas deemed unsanitary by OSHA or at work stations other than at authorized times.
19. No person shall violate applicable traffic laws or parking rules at any premises of The Arc Jefferson-St. Lawrence or while operating any Agency vehicles on public thoroughfares.
20. No person shall violate applicable program dress rules.
21. No person shall permit any unauthorized visitors to have access to any of the premises of The Arc Jefferson-St. Lawrence.

22. No person shall engage in any act considered contrary to the governing Ethical Principles of The Arc Jefferson-St. Lawrence. Acting contrary to the governing Ethical Principles of The Arc Jefferson-St. Lawrence could include acts or omissions involving staff or people supported.
23. No person shall intentionally misuse leave provisions as provided by Family Medical Leave Act, New York Disability, or Worker's Compensation Law.
24. Unauthorized use of personal electronic devices on Agency property is prohibited. This includes laptop computers, iPods, tablets and other devices currently available and will include electronic devices not yet in circulation. Considered are those devices capable of photography, voice recordings, internet capability, texting and email.

Note that any violation of these Ethical Principles or rules by a staff person, contractor or other person affiliated with The Arc Jefferson-St. Lawrence will result in disciplinary action. The Arc Jefferson-St. Lawrence will treat each violation on an individual basis with the preferred procedure being the progressive discipline system outlined in Section 4.1 of the Human Resource Manual. Some violations of The Arc Jefferson-St. Lawrence's Ethical Principles or these rules, however may be so serious in their adverse consequences to the persons involved or to the Agency itself that immediate discharge from employment may be the only available and appropriate course of action. The progressive discipline mentioned for violations of these rules may range from counseling, oral warnings, written warning, recommended changes in position or privileges, termination of a contract, termination of employment or removal from a position or function with The Arc Jefferson-St. Lawrence.

IX. Conclusion

It is impossible to spell out every possible ethical scenario we might face. Instead, we rely on one another's good judgment to uphold a high standard of integrity for ourselves and our Agency. We expect all affiliated with The Arc Jefferson-St. Lawrence to be guided by both the letter and the spirit of this Code. Sometimes identifying the right thing to do isn't an easy call. If you aren't sure, don't be afraid to ask questions of your manager or Compliance Officer.

And remember...Do the right thing and if you see something that you think isn't right-speak up!

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