



## OCO Code of Conduct

### I. Purpose for Code of Conduct

It is the policy of OCO, Inc. that employees, volunteers and Board members adhere to the highest ethical standards to assure the integrity of the organization as well as consumer and public trust in the agency's performance.

By signing this statement, employees, Board members and volunteers agree to adhere to the high ethical standards of Oswego County Opportunities, Inc.:

### II. Statement of Values

I agree to adhere to these foundations of shared values in serving consumers and the community on behalf of OCO:

- A. I will work to support consumer skills and strengthen their natural support systems;
- B. I will approach my work from a strength and asset based framework;
- C. I acknowledge that services are consumer choice and that I strive to meet consumers where they are at geographically, emotionally and developmentally.
- D. I will assure that I protect the confidentiality and safety of consumer and agency information;
- E. I will assure that services are provided in an empowering and respectful manner.
- F. I will advocate and collaborate on behalf of consumers and the agency, with integrity and respect.
- G. I commit to excellence and maintaining public trust in all that I do with, or on behalf of, those served by OCO.

### III. Personal and Professional Integrity

I agree to act with professionalism, honesty, integrity and openness as a representative of this organization. I agree to:

- A. Honor the dignity and worth of all human beings and not discriminate based on race, color, national origin, religion, gender, ethnicity, age, sexual orientation, ability to pay or any other protected area.
- B. Provide service for the welfare and betterment of individuals and families.
- C. Maintain a professional relationship with all persons served and serve in the best interest of individuals, families and the community.
- D. Serve as a role model, engage in appropriate behaviors and be professional at all times.
- E. Adhere strictly to rules of confidentiality related to consumer services, employee, volunteer and board personal information.
- F. Respect the property, rights, views, and positions of consumers, co-workers, OCO and other professionals.
- G. Follow OCO program policies and procedures and cooperate with agency management.
- H. Not accept large gifts, gratuities or loans from consumers or OCO vendors.
- I. Be faithful to the job by being on time, doing my expected share of work and not let personal matters infringe on work time.
- J. Contribute to the efficiency and quality of services provided and promptly correct problems identified.

Origination date: 3-27-09

Amended:

#### IV. Corporate Compliance & Conflict of Interest

I agree to conduct my business with OCO ethically and follow all federal and state laws and regulations. In doing so, I agree to:

- A. Disclose concerns to either my supervisor, Executive Director or OCO's Corporate Compliance Officer any actions or lack of actions by OCO employees, volunteers, Board members or vendors that are safety related, get in the way of the ability to complete work or that are actions contrary to laws, regulations or OCO policies;
- B. Report human resource violations such as sexual harassment and discrimination to either my supervisor, HR Manager or OCO's Corporate Compliance Officer;
- C. Report concerns about quality of care to either my supervisor, Executive Director or OCO's Corporate Compliance Officer.
- D. Disclose areas of potential fraud, abuse, suspected violations of the Code of Conduct or similar wrongdoing to either my supervisor, Executive Director or OCO's Corporate Compliance Officer.
- E. Disclose to either my supervisor, Executive Director, or Corporate Compliance Officer, areas of potential conflict of interest where a financial or personal situation may appear to place into question my: 1) business judgment 2) ability to delivery services, or 3) my ability to do my job.
- F. Disclose to either my supervisor, Executive Director or Corporate Compliance Officer any suspected retaliation against an individual for reporting a possible violation or participating in an investigation.
- G. Treat any disclosure related to this Code of Conduct in accordance with OCO's Confidentiality Policy & Procedure and without fear of retribution or retaliation.
- G. Review and sign an OCO Code of Conduct statement as requested or required by specific regulation.

I have read and understand OCO's Code of Conduct. I will adhere to the items outlined in this Code and in any related Policies and Procedures. I understand that any violations of this Code of Conduct may result in disciplinary action, including termination.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
DATE

Amended: 2-09;

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