



## **Standard of Conduct**

### **Purpose:**

Mercy Home is committed to engaging in ethical business practices and to adhering to all Federal, state, and local laws, regulations interpretations thereof and the Standard of Conduct. Mercy Home's Standard of Conduct applies to all employees, independent contractors, volunteers and vendors directly associated with the agency.

The Agency's Board of Directors has approved and thus recognizes the Standard of Conduct as a formal statement of Mercy Home's commitment to the standards and rules of ethical conduct. Mercy Home is committed to the prevention of unethical or unlawful business practices as well as to stopping such behavior in a timely manner after its discovery. For the purposes of this code only, Mercy Home expands the definition of "Professional" to include all employees, volunteers, independent contractors and vendors directly associated with the Agency. In the course of practice all professionals must comply with this Standard of Conduct, immediately report any alleged or perceived violations or wrongdoings and cooperate with any and all investigations of said violations/wrongdoings.

The Agency will discipline employees who violate the Standard, including employees who neglect to report a violation. In the case of Volunteers, Mercy Home will discontinue the volunteer relationship. Furthermore, the Agency reserves the right to terminate contractual relationships with any independent contractor or vendor found to have violated the Standard of Conduct.

While the guidelines addressed in the Standard of Conduct are intended to guide employees, volunteers, independent contractors, and vendors they do not replace any Agency or program policies and procedures.

### **Ethics:**

As set forth in the Agency's Code of Ethics, each professional has the responsibility to strive for standards of ethical conduct as it relates to complying with all applicable laws and regulations that govern their business practices and the best interest of the Agency and individuals being supported. This includes concern for one's own behavior, encouraging the ethical behaviors of others and consulting with others on ethical issues.





**Ethics Guidelines:**

*All Professionals are expected to:*

- Keep management informed of what he/she is doing to document or record all services or transactions accurately and to be honest and forthcoming with the Agency, regulatory bodies as well as internal and external auditors.
- Comply with the Agency’s policies and procedures, accounting rules and internal controls.
- Function with honesty in his/her work for the Agency, the individuals we support, suppliers and all others with whom the Agency does business.

**I agree to abide by Mercy Home’s Standard of Conduct:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

