

Rising Treetops at Oakhurst

Policy & Procedures

STANDARDS OF CONDUCT POLICY

It is the intent of Rising Treetops at Oakhurst (RTO) to strive for the highest ethical conduct from all of its officers, directors, employees and related parties. RTO is particularly sensitive to individuals who hold management and governance positions of trust. Accordingly, all officers, directors, employees and related parties are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of RTO's standards of high ethical conduct, each officer, director, employee and related party WILL NOT:

- Deceive, defraud, or mislead the RTO directors, officers, staff members, managers, or other employees, or those with whom RTO has business or other relationships.
- Misrepresent RTO in any negotiations, dealings, contracts or agreements.
- Misrepresent any professional licensing, certification or credentialing required for a professional or clinical position and will provide documentation of records upon hiring or when requested.
- Divulge or release any information of a proprietary nature without appropriate approval
- Obtain a personal advantage or benefit due to relationships established by any officer, director, or staff member or by use of the name Rising Treetops at Oakhurst.
- Carry out any personal financial transactions between employees or volunteers and persons receiving services which may be construed as exploitation of that person or result in greater benefit to the employee or volunteer than to the person.
- Accept individual gifts of any kind from outside suppliers, in connection with the officer's, director's or employee's relationship with RTO. Any offer of a gift is to be reported to the Executive Director or employees may also utilize the agency's Compliance Officer, Board of Director's Compliance Liaison or Compliance hotline at 212-533-4020, ext. 615, to report a concern. As further assurance of protection from retaliation, callers may remain anonymous.
- Withhold their best efforts to perform their duties to acceptable standards.
- Engage in unethical business practices of any type.
- Use RTO property or financial resources for personal benefit.

- Use the services of the RTO staff without the appropriate approval
- Distribute, sell, possess, purchase or consume illegal substances or alcohol while at the workplace or while performing in a work-related capacity.
- Come to work, or work, if their ability to perform their job is impaired due to the use of alcohol, a controlled substance, an illegal substance or a prescribed medication.
- Bring any form of firearms or other weapons in or on the grounds of a facility.
- Employees and volunteers shall treat all client information about the person being served as confidential and utilize such information in a professional manner at all times.
- Violate any applicable laws, ordinances or RTO policies.
- Discriminate based on race, color, religion, sex, sexual orientation, national origin, age, physical or mental impairment, or veteran status.
- Encourage, direct, facilitate or permit, either actively or passively, non-compliant behavior
- Fail to report actual or suspected misconduct which the individual has a good faith belief is occurring, including actual or potential violations of laws, regulations, policies and/or procedures

Infractions of the Standards of Conduct are to be reported directly to the Corporate Compliance Officer and either the President or to any other officer, who shall, in his or her determination, bring the infraction to the full board of directors. In addition, infractions may be reported through the Compliance hotline at 212-533-4020, ext. 615. As further assurance of protection from retaliation, callers may remain anonymous.