

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.04.14 CODE OF ETHICS

(O.R.C. Section 102 and Sections 2921.01, 2921.42, 2921.43, and 5126.28)

A. State of Ohio Ethics Laws

The State of Ohio has a number of laws that govern the conduct of public employees and appointed/elected public officials. All employees and members of the agency's various boards are to abide by those laws.

1. Topics addressed in the laws include, but are not limited to:
 - a. Prohibitions against the use of one's position or authority to influence policies, events and contracts to the benefit of one's self, one's family, and political and business associates.
 - b. Prohibitions against soliciting and accepting gifts, payments or other types of profit beyond that of the employee's salary and benefits package earned through holding a public position.
 - c. Prohibitions against acting in a representative capacity for any person or entity on any matter in which the public official or employee personally participated as a public official or employee through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or other substantial exercise of administrative discretion.
 - d. Restrictions that continue after a person is separated from public employment.
2. Every employee of the Board is to be given a copy of the ethics laws upon hire. New employees will sign a statement acknowledging that they have received a copy of the laws. Subsequent to hire, all employees are expected to understand the laws and keep up with legislative and judicial modifications to the laws.

B. Relationships between staff and individuals served

1. Every employee is required to report any suspected abuse or neglect of any individual or violations of rights using the policies and procedures developed for this purpose.
2. Each employee will endeavor to protect the rights, safety and general health of service recipients at all times. Additionally, employees are to promote

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autonomy and self-determination of individuals by supporting informed decision-making, enabling access and control over personal resources and encouraging personal responsibility.

3. Employees are to treat all service recipients, their families and chosen representatives with patience, courtesy and respect.
4. Employees are to treat all service providers and other stakeholders with patience, courtesy and respect.
5. No employee shall engage in any activity of a romantic or sexual nature with a service recipient at any time.
6. At no time shall an employee betray the trust relationship that exists between himself/herself and a service recipient. In particular, relationships outside the school/work environment require caution regarding social contact, financial dealings or any other activities which have the potential to exploit the trust the individual has in the employee.
7. Employees are not permitted to solicit or accept gifts of any significant value from individuals or their families, other service providers, contractors, or other stakeholders.
8. Employees and Board Members are not permitted to hire service recipients for private work except as specified in an approved individual service plan. Each instance will be considered separately and will ensure that all individuals are paid a competitive wage.

C. Expectations

1. An employee must always conscientiously perform all assigned job duties.
2. All employees will cooperate fully with all investigations of alleged wrongdoing
3. An employee must be tactful, patient and courteous when conducting Board business. Conduct on and off the job must not be such as to reflect unfavorably upon the Board.
4. An employee may not grant special consideration to any citizen or group of citizens for use of board resources, services or facilities, etc.
5. An employee may not use or permit the use of Board vehicles, equipment, materials or property for personal convenience or profit.

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6. An employee may not accept or ask for any gift (except those of little or no value) or consideration that is granted as a result of his/her employment with the Board.
7. An employee may not use the Board name or tax-exempt status for his/her personal advantage on any purchases.
8. An employee may not discuss or reveal confidential information to anyone, under any circumstances, except within the scope of his/her job duties.
9. Employees of the Board share responsibility to hold the cost of operation of the program to a minimum. Resources, materials and utilities are to be used judiciously and selected based on affordability and acceptable quality. The principle of responsible stewardship of public funds is to be applied when financial decisions are made.
10. Employees have a responsibility for maintaining good working relationships and a spirit of cooperation with other employees in order to further the purposes and goals of the Board and to work toward improving its procedures and services.
11. Employees have the right to express opinions, suggestions and criticisms regarding job problems, policies and practices. Systemic issues may be addressed through informal discussions with management or Staff Advisory Council. Employment issues that are not resolved informally may be filed using the grievance policy or the EEO policy. All methods follow the 'chain of command' concept.

D. Protected Materials

All staff members are to be aware there are laws to protect copyrighted, trademarked materials and intellectual property. These laws limit what may be copied, how much may be copied, for what purpose material may be copied and under what conditions material may be copied. The law contains provisions for "fair use" which allows for a limited amount of materials under certain conditions to be copied without obtaining permission from the owner. All staff members must understand that violations of these laws will subject both the individual staff member and the Board to litigation. Specific questions regarding duplicating materials that originate from somewhere other than Board employees should be directed to the Program Director.