

ACGH & NRC

Personnel Handbook

ATTACHMENT 5

CODE OF ETHICS

Preamble: This Alleghany County Group Homes, Inc. (ACGH) and New River Cottage, Inc. (NRC) Code of Ethics has been developed to provide staff members with guidelines of professional conduct and standards of ethical practice. All licensed clinicians involved in the care of consumers are expected to adhere to their respective professional code of ethics.

Our Mission: To provide for the adult developmentally disabled persons needs of our community, emphasizing excellent service, safety, and efficiency.

Our aim is to conduct ourselves professionally, with truth, accuracy, fairness, and accountability to the public we serve.

1. ACGH/NRC shall provide services with respect for human dignity and recognize the uniqueness and vulnerability of each person served. This includes the protection of rights to each individual to privacy, confidentiality, self-determination, autonomy, freedom of choice, and ensuring that each individual is to be treated with respect.
2. ACGH/NRC shall accord respect to the diversity in all consumers' cultural, religious, and social backgrounds. Staff will refrain from influencing consumers in the areas of the staffs' own personal beliefs and preferences.
3. ACGH/NRC will not allow any conduct that puts a consumer at significant risk of physical or psychological harm. Such conduct may result in disciplinary action up to and including dismissal.
4. ACGH/NRC marketing and public relations efforts shall adhere to the highest standards of truth and accuracy. The program shall avoid extravagant claims and comparisons and shall never intentionally use false or misleading information. Inaccurate information shall be corrected immediately if it is inadvertently disseminated.
5. ACGH/NRC will employ competent staff members and provide opportunities for advancement and improvement where appropriate.
6. ACGH/NRC staff shall safeguard the confidences and privileged information entrusted to them in the course of performing their duties.
7. ACGH/NRC shall not engage in any hiring practices that do not comply with all applicable laws, rules, and regulations of an equal opportunity employer.
8. ACGH/NRC will not compromise quality of care and will make all care decisions based on identified patient health care needs.
9. ACGH/NRC will uphold honesty, integrity, and fairness in its relationships with other providers, educational institutions, payers, and other customers doing business with ACGH/NRC.
10. ACGH will not discriminate against any consumer or applicant for services based on race, religion, spiritual beliefs, gender, color, creed, national origin, age, sex (including pregnancy,

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sexual orientation or gender identity), disability, and genetic information (including family medical history).

11. ACGH/NRC in the course of all services will protect human rights for each consumer as defined by State and Federal law.
12. ACGH/NRC staff will always maintain a professional relationship between staff and consumers. Each staff person must recognize the vulnerability of consumers and recognize his or her ability to influence or coerce them positively or negatively. Therefore, it is necessary to maintain objectivity and neutrality between staff and consumers.
13. ACGH/NRC will under no circumstance allow staff to use alcoholic beverages, drugs, engage in gambling or view pornographic materials with consumers. These actions apply to both work and after work hours and on or off agency premises.
14. Any infraction of the Code of Ethics will follow the Progressive Discipline Policy of verbal warning, written warning, suspension of up to 3 days and termination. A decision of the employee's status will be made by the end of the 3rd day. For a severe infraction, the 1st three steps may be bypassed.
15. ACGH/NRC staff are not permitted to witness legal documents without a written letter of consent by the consumer's guardian/family member for the specified event.
16. ACGH/NRC staff will not engage in the exchange of gifts or gratuities with any person served in any program. Furthermore, no employee will engage in personal fundraising or use of personal property of any consumer for monetary gain.
17. ACGH and ACGH staff shall adhere to ethical codes of conduct on all social media platforms in a way that protects confidential information and the privacy of others, protects informational property, and maintains a professional tone and demeanor.

Interpretation: These guidelines and practices recognize that there exists a body of federal, state, and local laws and regulations, which govern the behavior, and practice of all healthcare institutions. It should be noted that this code in no way supersedes those.

Failure of ACGH to include a specific issue does not necessarily mean it is permissible.

Failure in upholding this code of ethics and Alleghany County Group Homes, Inc. rules of conduct are addressed in the Personnel Handbook dated 7/2008 in various sections including section 701 "Employee Conduct and Work Rules", and section 716 "Progressive Discipline".

Last Revised: 01-14-2025