

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY

Section 4.7

EMPLOYEE ETHICAL CODE OF CONDUCT

All employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other rules and regulations as may be set forth an appropriate appointing authority.

It is policy of the Trumbull County Board of Developmental Disabilities (TCBDD) to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Board members and employees conduct themselves in a manner that fosters public confidence in the integrity of the Board, its processes, and its accomplishments.

General Standards of Ethical Conduct

Board members and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. A copy of these laws will be provided by the Board to all employees who must acknowledge receipt of the laws. Board members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

Employees shall at all times adhere to the following standards of conduct regarding business, marketing, contractual relationships, or service delivery. No official or employee shall:

1. Solicit or accept anything of value from anyone doing business with the TCBDD;
2. Solicit or accept employment from anyone doing business with the TCBDD, unless the official or employee completely withdraws from TCBDD activity regarding the party offering employment, and the TCBDD approves the withdrawal;
3. Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
4. Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission, or other body of the TCBDD, unless the official or employee qualifies for the exception, and files the statement, described in R.C. 102.04(D);
5. Hold or benefit from a contract with, authorized by, or approved by, the TCBDD,
6. Vote, authorize, recommend, or in any other way use his or her position to secure approval of an TCBDD contract (including employment or personal

services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;

7. Solicit or accept honoraria;
8. During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the TCBDD;
9. Use or disclose confidential information protected by law, unless appropriately authorized; or
10. Use, or authorize the use of, his or her title, the name Trumbull County Board of Developmental Disabilities, Fairhaven, The Fairhaven School, or TCBDD or the TCBDD's logo in a manner that suggests impropriety, favoritism, or bias by the TCBDD or the employee;

In addition to the conduct prohibited by law as outlined above, the Board expects all employees to abide by the following ethical conduct:

1. Fundraising for activities must have prior approval of the Superintendent. Only events or fundraising activities that are designated as related to, and in support of, the Board's mission and values will be approved.
2. All employees will safeguard the personal property of person's served, visitors, and fellow employees as well as the property owned by the Board.
3. Abide by the Board's policy regarding Staff/Enrollee Relationships.
4. Employees may act as a legal witness for the signature of individual's receiving services or other potential stakeholders when it is deemed there is no conflict of interest and/or the employee will not benefit in any manner. For example, an employee may witness the signature of an individual receiving service on the signature page of their Individual Service Plan to indicate the individual agrees with the plan as written.

Employees should report any violation of this policy or any suspected or perceived waste, fraud, abuse, or other wrong doing including, but not limited to, a violation of state or federal statutes, rules, or regulations or the misuse of public resources, to the employee's direct supervisor or other Leadership employee.

Upon receipt of any report of suspected wrongdoing, the Superintendent or designated Leadership employee will initiate an immediate investigation. All investigations will be conducted as expeditiously as possible.

Substantiated violations of the Board's code of ethics and/or corporate compliance program, or failure of an employee to abide by this Ethics policy, or to comply with the

Ethics Law and related statutes are serious matters that may have potential legal ramifications for both the Board and its employees. Violators are subject to the Board's disciplinary policies and procedures, as well as any potential civil or criminal sanctions under the law.

For purposes of this policy:

"Anything of value" includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. "Value" means worth greater than de minimis or nominal.

"Anyone doing business with the TCBDD" includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before TCBDD.

Adopted: 1/26/98
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References:

Ohio Ethics Law and Related Statutes