Code of Conduct

Attachment (A)

Standards of Conduct

We believe that certain standards of conduct must be observed to promote a positive and ethical work environment and pledge to abide by the laws, regulations and The Arc Rockland policies and procedures, including, but not limited to those related to The Arc Rockland Corporate Compliance Plan.

We also understand that, as affected individuals working for and on behalf of The Arc Rockland, we have the added responsibility of following specific standards of conduct, as described below:

- To work cooperatively and respectfully with all Arc Rockland affected to provide the highest quality of services; seeking training and assistance in areas that would strengthen the ability to fulfill responsibilities to people we support and The Arc Rockland;
- To place the interests of the people we serve and their family members first and foremost in all aspects of what we do;
- To represent The Arc Rockland positively in the community-at-large
- To conduct all activities in a fiscally responsible manner;
- To work in accordance with applicable laws, regulations and The Arc Rockland policies;
- To conserve resources of The Arc Rockland by not engaging in wasteful behavior;
- To treat confidential information related to The Arc Rockland and persons supported and to respect the privacy of persons supported and fellow Arc Rockland affected individuals;
- To complete tasks in a timely manner and meet expectations for the quality of work that The Arc Rockland strives to achieve;
- To document services and bill individuals and third party payors accurately;
- To comply with labor and employment laws
- To comply with fundraising standards and respect the rights of donors
- To avoid conflicts of interest including acceptance of and gift giving
- To comply with tax-exemption requirements

- Refrain from unfair trade practices

- Adhere to proper conduct related to political participation and government relations

- To report to a supervisor, Compliance Officer or to the Compliance Hotline any potential violation of applicable laws, regulations and policies, including the Corporate Compliance Plan without fear of intimidation or retaliation for reporting or cooperating in investigation;

- To respect the role of the Board and management and to fully implement their decisions; and

- To consult The Arc Rockland Senior Leadership when questions arise as to the conduct permitted under applicable laws, regulations and policies, including the Corporate Compliance Plan.

Updated 06/2024