**All About Change Code of Ethics**

1. It is the foundational belief of All About Change to comply with all applicable laws, including without limitation, employment discrimination, harassment, health, safety, antitrust and securities.
2. No director, officer, supervisor or employee of All About Change has authority to violate any law, rule or regulation on behalf of All About Change.
3. All About Change will make every effort to protect clients in our care from abuse and maltreatment, experimentation, economic exploitation, malnutrition, and unsafe environments.
4. All About Change will strive to utilize our professional skills toward helping each client obtain the permanence of a family life.
5. All About Change will respect the uniqueness of each client’s personality, race, culture, and religion while attempting to instill a sense of self-worth, individuality, and the responsibilities as well as the privileges of citizenship.
6. All About Change will strive to enhance the knowledge, competencies, and compassion of staff in our employ.
7. All About Change will review our services regularly for relevance and effectiveness and will strive to provide appropriate services to each of our clients and the community.
8. We all must keep All About Change information confidential.
9. The disclosure of much of this information to persons and/or organizations without a business purpose or prior express permission could be extremely detrimental to All About Change as well as its affiliates.

**Human Resources**

1. Unless approved in advance in writing by an employee’s supervisor, if applicable, or the Chief Executive Officer of All About Change, neither an employee nor his or her spouse, domestic partner, or any other member of the employee’s immediate family may directly or indirectly have, any financial or other interest in any entity which is a supplier, client, subsidiary or affiliate of All About Change, if that employee or his or her subordinates deal directly or indirectly with that entity in the course of his or her job with All About Change.
2. In addition and subject to the terms of any contractual rights to the contrary, employees shall not be employed by another entity, participate in self–employment or serve another entity in any manner where such activity affects the Employee’s work efficiency or interferes with the employee’s ability to act in the best interests of All About Change.
3. Any employment outside of the Company requires the written approval of the employee’s supervisor.
4. No employee or member of an employee’s immediate family may directly or indirectly benefit personally from (a) the employee’s position, (b) any sale or purchase or other activity of the Company, or (c) the personal use of All About Change materials and/or equipment.
5. Employees should not provide or accept payments or gifts for the purpose of securing preferential consideration for All About Change or as inducement to enter into any business transaction. Examples of such prohibited conduct include giving or taking gifts, gratuities, favors, loans, guarantees of loans, excessive entertainment, kickbacks, rebates, and other types of financial inducements.
6. Employees must be especially diligent in maintaining the confidentiality of all of the records and information of All About Change; disclosure of information of a confidential nature will subject the employee to disciplinary action, up to and including dismissal.
7. With this in mind, employees must conduct their activities in such a manner that such activities do not conflict with the best interests of All About Change or detract from job performances.
8. Board members and employees are trained annually in the importance of following the All About Change Ethical Codes of Conduct.

**Business Practices, Contractual Relationships and Marketing**

Records and information relating to All About Change, its operations, affiliates and person served are confidential and Employees must treat all matters accordingly. All of the business affairs of All About Change with all parties, including but not limited to government officials, suppliers, clients, shall always be conducted on an ethical, legal and arm's–length basis.

1. Normally, items, such as documents, files, records, computer files, or similar materials, should not be taken off the premises except in the ordinary course of doing business.
2. Employees must not make, or cause to be made, any false, artificial, or misleading entry into any of All About Change’s financial records.
3. Employees must not enter into any agreement, understanding or arrangement with any competitor about rates, restrictions, allocation of business, bidding or engage in any other type of anti–competitive practice that would violate applicable anti–trust laws or regulations.
4. Employees making decisions concerning the use or purchase of materials, equipment, property, services or any other item must deal only with entities that best serve All About Change's requirements as to rates, quality and service. Employees must maintain records supporting their decisions in these matters.
5. Personal fundraising is prohibited. No employee of All About Change will solicit funds or ask either client or their families or other employees for donations or to purchase any items such as but not limited to cookies, popcorn, wrapping paper, magazines, etc.
6. No employee of All About Change will ask any person served or their family member to solicit funds for the organization or sell any item to raise money for the organization.

**Service Delivery**

All About Change understands we exist to serve our clients in the most effective manner while safeguarding their rights and privacy and seeking to help them address and resolve their issues and personal situations they come to us for help in changing. All About Change service delivery practices prevent and discourage waste, fraud, abuse or other wrongdoing by closely monitoring all operations including administrative, financial, personnel and service delivery.

1. All About Change ensures that employees, including interns and volunteers do not engage in activities including other employment, activity or enterprise that may be inconsistent, incompatible or in conflict with their duties as an All About Change employee. Conflict of Interest includes assignment of clinicians or referral to outside clinicians who has a financial or personal interest regarding that client. Employees will not provide any service to clients if they are not qualified and trained to provide that service.
2. All About Change employees will not exchange gifts, money or gratuities with clients with the exception of handmade cards or gifts that have no monetary value.
3. All About Change employees will not accept the assignment of personal property from clients except that which is through assignment through the legal or court system and is donated to the organization through proper channels.
4. All About Change employees who work full-time will not accept employment with any outside agency that involves demands or schedules that negatively impact the performance of his or her duties at All About Change.
5. All About Change employees will maintain and uphold appropriate and professional boundaries at all times with clients, other employees including supervisors, outside agencies, referral sources and stakeholders.
6. Regarding witnessing of documents, we expect all our Employees to perform their work with honesty, truthfulness and integrity. Documents are to be signed and dated according to applicable regulations set forth by best practice, third party payers and company policy.

**Advocacy Efforts for the Client**

All About Change also encourages employees to advocate for those who struggle in our community in ways they deem fit. This includes being supportive to persons and organizations at a disadvantage.

1. All About Change will participate in activities and events from time to time that work to eliminate discrimination and stigma that is often attached to mental and behavioral health. A record of activities will be added to information that is available to employees, board members and community members for review.

**Corporate Citizenship**

All About Change believes in the importance of corporate responsibility and citizenship. We encourage employees and board members to engage in community activities including board membership for other community organizations that better our communities. Employees and board members are also encouraged to get involved in the community to offer expertise and or support to events that better our communities such as education or informational events at schools, churches, synagogues or other organizations. However, All About Change does not support any representation of All About Change attitudes, values or policies during which time employees or board members may serve other organizations beyond an attitude that we believe in advancement toward a greater good. As Employees of a behavioral health services company, we all must be aware of the impact that our personal activities have on All About Change. We do not knowingly support any public or private organization that espouses discriminatory or otherwise illegal policies or practices.

**Allegations of and Violations of Ethical Codes**

All About Change takes the allegation to any point in the Ethical Code seriously. Violations or allegations of a violation will be investigated immediately and a resolution made within 7 business days unless a resolution cannot be made in that time frame. For those violations, details are reported to the board of directors and administrative updates are given until issues are resolved. It is our goal to resolve issues as quickly as possible to prevent damage or difficulties to those we serve and partner with. Practices strictly include no reprisal reporting.

Employees will complete an All About Change Incident Report to notify administration or the board of directors of any suspected fraud, waste, abuse or other wrongdoing in regards to any employee. Forms are available in the staff area and may be submitted anonymously via first class mail or dropped in the comment box in the staff office.