

<b>TITLE: CODE OF CONDUCT &amp; WHISTLEBLOWER</b>	<b>POLICY #: 4.2</b>
Department: Personnel	Effective Date: 04/98
	Applicable Standards:
<b>Revisions:</b> 11/00; 04/10; 06/11; 12/13; 06/19	

Policy: McCrossan Boys Ranch has established rules of conduct.

Definitions: personnel – Ranch staff, contract staff, and volunteers

misconduct – violation of code of conduct

nepotism – giving relatives special treatment in the work place

immediate family member – spouse, child, step child, sibling, step sibling, parent, step parent, parent of spouse, step parent of spouse, grandparent, step grandparent, grandchild, step grandchild, uncle, aunt, nephew, niece, and members of the employee’s household.

corporate citizenship - a company’s responsibilities toward society

retaliation – acts at the workplace and removed from the workplace that cause harm to personnel, and include but are not limited to harassment, physical harm, and adverse personnel action.

Procedures:

A. Code of Conduct

1. Personnel will follow lawful orders or directives from a supervisor, established rules and regulations, and policies and procedures including but not limited to additional policies and procedures regarding conduct:
  - a. fire arms, tobacco, drugs, and any items considered to be contraband
  - b. attendance, punctuality, and leave
  - c. confidentiality
  - d. dress code/personal appearance
  - e. social media use
  - f. computer systems
  - g. media access
  - h. conflict of interest
2. Personnel will not engage in activities that fall into the category of fraud, waste, abuse, fiscal mismanagement, and/or misrepresentation of organizational funds or resources or the funds or resources of the persons served. This includes but is not limited to:
  - a. Any dishonest or fraudulent act
  - b. Misappropriation of funds, supplies, or other assets
  - c. Impropriety in the handling or reporting of money or financial transactions
  - d. Profiteering as a result of insider knowledge of company activities
  - e. Disclosing confidential and proprietary information to outside parties

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- f. Disclosing to other persons activities engaged in or contemplated by the company
  - g. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the company unless the gift is less than \$50 in value
  - h. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
  - i. Any similar or related irregularity
3. Personnel will not engage in conduct that is criminal in nature or that would bring discredit upon the Ranch. Personnel must obey, not only the letter of the law, but also the spirit of the law while engaged in personal or official activities. If personnel are charged with, arrested for, or convicted of any felony or misdemeanor, he/she must immediately inform and provide a written report to the Executive Director or designee.
4. Personnel will recognize and respect the cultural, racial, ethnic, and religious preferences of others.
5. Personnel will not discriminate on the basis of race, color, sexual orientation, religion, creed, political views, gender, national origin, or other individual characteristics.
6. Personnel will behave in a trustworthy manner and in a way that demonstrates dignity and respect to others.
7. Personnel will be professional, courteous, respectful, and truthful. Personnel will not misrepresent McCrossan Boys Ranch's mission, programs, and services.
8. Personnel will not use the organization's property for personal use unless authorized by this policy, the Executive Director, and/or the Board of Directors. Personnel will not abuse the organization's property.
  - a. Personnel are discouraged from making personal telephone calls while on duty. Personnel may use the Ranch copy machine to obtain copies for personal use, but they must reimburse the Ranch the cost of making the copies.
  - b. Personnel will not use the Ranch vehicles for personal business without direct authorization from their supervisor.
9. Personnel will not offer or give to persons currently being served or any member of the family of persons currently being served any article, favor, or service, which is not authorized in the performance of their duties.
10. Personnel will not have any contact outside of work duties, other than incidentally, with persons currently being served or the families of persons currently being served.
11. Personnel will uphold all ethical rules governing their professions, including complying with applicable licensing authority rules, unless they conflict with federal law.

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12. Personnel will not engage in personal fundraising with persons served or solicit funds from persons served on behalf of a personal cause.
13. Personnel will not have persons served sell items on behalf of the organization.
14. Personnel will not withhold information, which, in so doing, threatens the safety and/or security of the Ranch, its personnel, clients, visitors, or the community.
15. Personnel will not through negligence, endanger the well-being of self or others.
16. Personnel will not unduly disrupt the efficiency and morale of the institution or department.
17. Personnel will not show favoritism or give preferential treatment to one client, or a group of clients, over another client.
18. Personnel, as may be appropriate in their role, will respect and safeguard the personal property of persons served, visitors, and all property of the organization.
19. Personnel will report any suspected abuse, neglect, waste, or wrongdoing by contractors.
20. Personnel will not engage in inappropriate supervisor/subordinate relationships, to include but not limited to, emotional, sexual, financial, or physical.
21. Nepotism is prohibited at McCrossan Boys Ranch. No situation will exist that has an employee hired by or promoted by an immediate family member, a significant other, or a close personal friend. If an employee is supervised by an immediate family member, a significant other, or a close personal friend, that employee's raises and reviews will be done by another qualified employee who is not related.
22. Personnel will remain fully alert and attentive during duty hours.
23. Personnel, a member of personnel's immediate family, or a legal entity in which personnel has a controlling interest will not submit a bid or enter into a contract, subcontract, or other transaction with McCrossan Boys Ranch unless a waiver is granted by the Executive Director or Board of Directors.
24. Personnel will not act as a witness to documents such as Power of Attorney, guardianship, and/or advance directives for persons served or family members of persons served.

**B. Acknowledgment of Code of Conduct**

1. At the start of employment, contract employment, or volunteer service, personnel will be required to sign an acknowledgment that they have received and understand the code of conduct and must cooperate fully with any investigative authority by providing all pertinent information which they may have. Full cooperation means and requires truthfully responding to all questions and providing a signed affidavit, if requested.
2. The code of conduct policy will be posted on the McCrossan Boys Ranch website.

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C. Report of Misconduct

1. Personnel who knowingly violates this policy are required to immediately disclose any such misconduct.
2. Anyone may report a code of conduct violation.
3. Personnel who become aware of misconduct should report the misconduct as soon as possible.
4. Reports of misconduct may be made to any supervisory staff, the Associate Director, or the Executive Director. If the Executive Director is involved in the misconduct, reports may be made to the Board of Directors.
5. If the report of misconduct involves breaking the law, the Associate Director and the Executive Director will be notified.
6. Depending on the severity of the misconduct, the Board of Directors may also be notified.
7. Personnel should provide as much detail as possible when reporting misconduct.
8. Reports may be made anonymously. The Ranch will maintain the confidentiality of the personnel reporting the misconduct to the extent practical. However, the Ranch cannot guarantee confidentiality.

D. Investigation of Misconduct.

The Ranch will determine the appropriate course of action to be taken upon receipt of a report of misconduct.

E. Duty to Cooperate.

1. All personnel have a duty to cooperate with any investigation of misconduct.
2. Any personnel who does not cooperate will be subject to disciplinary action, up to and including termination.

F. Disciplinary Action

1. The type of violation and the severity of the violation, will determine the facility's response to the violation.
2. Violation of the policy will be grounds for discipline, up to and including termination of employment or volunteer services.

G. Protection of Reporters/Retaliation

Personnel who make a good faith disclosure of information that may indicate misconduct or personnel who assist in investigating a claim of misconduct will not be subjected to retaliation based on the disclosure or assistance with the investigation.

H. False Allegations

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Personnel who knowingly make a false allegation, or whose allegations are not made in good faith, will not be protected under this policy and will be subject to disciplinary action.

- I. McCrossan Boys Ranch personnel will participate in activities and organizations that promote advocacy for persons served and corporate citizenship.