

SERTOMA CENTRE, INC.
CODE OF ETHICS

INTRODUCTION

The purpose of the Code of Ethics is to express standards of ethical behavior for Sertoma Centre staff, consultants, and the Board of Directors. These standards and Sertoma Centre's Core Values should guide all Organization operations and conduct including programming for individuals and families, recruiting, hiring, training and promoting staff, manufacturing and marketing Organization products, and fund raising.

Mission Statement:

“The mission of Sertoma Centre, Inc. is to provide opportunities that empower individuals with disabilities to achieve personal success.”

Sertoma Centre has the obligation to act in ways that will merit the trust, confidence, and respect of individuals, their families, and the community.

BOARD OF DIRECTORS, (GOVERNANCE AUTHORITY)

Members of the Sertoma Centre Board of Directors will agree to:

Encourage the development and implementation of program services that improve the independence and functioning of individuals.

Promote policies and procedures that will encourage the development and implementation of ethical conduct at Sertoma Centre.

Promote policies that provide for non-discrimination in the provision of services to individuals and families and the recruitment, hiring, and promotion of staff.

Serve as a member of the Board without compensation.

Not accept any gifts or financial remuneration with the expectation of influencing a Board decision.

Follow the Sertoma Centre's Conflict of Interest Policy for Board members and promptly disclose any potential conflicts of interest to the President of the Board of Directors.

Not use their position as a Board member to influence the acceptance of individuals into, or the assignment of individuals within Organization programs.

Follow the Sertoma Centre's Corporate Compliance Policies and Procedures and promptly report any waste, fraud, abuse, fiscal mismanagement or misappropriation of funds to the Corporate Compliance Officer.

SERTOMA CENTRE RESPONSIBILITIES TO INDIVIDUALS

Sertoma Centre will:

Ensure that it operates its programs in a manner that protects the health, welfare, and safety of individuals.

Encourage, to the greatest degree possible, independence and self-determination for all individuals.

Promote and participate in informing individuals, families, and the community of their rights and opportunities.

Actively avoid practicing or permitting discrimination based on race, creed, color, sex, ethnic origin, age, or disability.

Ensure that it implements and follows policies and procedures that will identify and investigate alleged reports of waste, fraud, abuse, fiscal mismanagement or misappropriation of individuals' funds.

Actively safeguard the confidentiality and privacy of individuals and their families.

Participate in an organization performance improvement process, (the Outcome Management System, State Agency surveys and inspections, and self-studies), to evaluate the quality of services provided to individuals, their families and the community.

SERTOMA CENTRE RESPONSIBILITIES TO COMMUNITY MEMBERS

Sertoma Centre will:

Ensure that it operates its programs in a manner that promotes the health, safety, and welfare of community members.

Actively avoid practicing or permitting discrimination based on race, creed, color, sex, ethnic origin, age, or disability in the provision of services to community members.

Ensure that community members have access to Agency services in a manner that is consistent with applicable Federal and State licensing regulations and State Agency programmatic and funding requirements.

Promote communication between community members and Sertoma Board members and staff through participation in Chambers of Commerce, United Way, Social Service Agency consortiums, service clubs and organizations, and local neighborhood organizations.

Respond to requests from community members regarding the organization's performance improvement process, (Outcome Management Reports, State Agency surveys and

inspections, and self-studies), and to specific questions regarding the performance of its programs and services.

Inform community members about Sertoma Centre's Code of Ethics and respond to inquiries and questions regarding ethical issues.

Ensure that it implements and follows policies and procedures that will identify and investigate alleged waste, fraud, abuse, fiscal mismanagement or misappropriation of Agency funds.

SERTOMA CENTRE RESPONSIBILITIES TO STAFF

Sertoma Centre will:

Provide equal employment opportunities to all employees and applicants for employment and abide by all applicable federal, state, and local equal employment opportunity laws.

Create a working environment that encourages ethical staff behavior and conduct.

Have mechanisms in place that assure that employees can freely express, discuss, and address ethical concerns and issues.

Promote a working environment that is safe and free from discrimination, harassment, and coercion.

Implement and utilize Organizational grievance and appeal mechanisms.

Provide opportunities for staff education and training.

Ensure that allegations of waste, fraud, abuse, fiscal mismanagement or misappropriation of Agency funds are promptly investigated and that employee's rights, including the right to be free from reprisal, are protected.

All staff will receive training on the Sertoma Centre, Inc. Code of Ethics.

STAFF AND VOLUNTEER RESPONSIBILITIES TO SERTOMA CENTRE

Staff and Volunteers will:

Uphold the ethics and mission of Sertoma Centre.

Conduct work activities with honesty, integrity, and respect for individuals and their families.

Respect confidential information about individuals and their families, and other staff members.

Comply with all State and Federal laws affecting service delivery to individuals and their families, and other staff members.

Not engage in close personal relationships, (dating), or sexual relations with persons served.

Not allow a personal relationship with another staff member to negatively affect service delivery to individuals or negatively influence professional relationships or decisions regarding other staff members.

Not solicit funds or gifts from individuals or staff members for personal causes including selling items of any kind to individuals or staff with the proceeds going to agencies, groups, or persons other than Sertoma Centre, Inc.

Not witness legal documents such as appointments of guardianship, powers of attorney, and advance directives that apply to persons served in Sertoma Centre programs.

Abide by ethical standards prescribed by professional licensing agencies and organizations as applicable to the employee's discipline and job functions.

Not accept gifts or financial remuneration from individuals, their families, or guardians with the expectation of influencing acceptance for services or the quality of service provision.

Refrain from using Sertoma Centre credentials or affiliations for personal financial gain.

Take an active role in creating and maintaining a safe and clean physical environment.

Work to safeguard the property of individuals served, visitors, personnel, and the agency.

Immediately report any possible conflicts of interest or ethics violations to the Executive Director.

Immediately report any waste, fraud, abuse, fiscal mismanagement or misappropriation of funds to the Corporate Compliance Officer.

BUSINESS AND FINANCIAL PRACTICES

Employees of the Sertoma Centre should not allow their private financial interests to conflict with their duties and responsibilities to individuals, families, funding services, the community, and other employees. It is the responsibility of each employee to report to the Executive Director, in writing, any pending or current financial interests in the assets, leases, business transactions, or professional services of the Agency. The Executive Director will determine if the employee's interests will be or are in conflict with his or her responsibilities and duties and will initiate appropriate action to resolve any conflicts. Sertoma Centre will:

Sertoma Centre will define in writing any contractual relationship it has with vendors, customers, and other parties assuring applicable laws and regulations are addressed.

Ensure that individual's funds and property is accounted for and safeguarded following approved Organizational practices.

Generate, maintain, and make available fiscal records that accurately reflect the Organization's fiscal operations and stability.

Clearly disclose to applicants, individuals, families, funding agencies, and the community the Organization's "Fees for Services" schedule.

Disclose to contributors and vendors its current exemption status with federal and state revenue agencies.

Not split any fees with other organizations or individuals as consideration for referral of individual(s) to be served.

Ensure that any allegations of waste, fraud, abuse, fiscal mismanagement or misappropriation of funds are promptly investigated. If the allegations are substantiated, the Agency will take appropriate action to ensure that the problem(s) are corrected.

MARKETING AND SALES ACTIVITIES

All marketing and sales information including brochures, flyers, newsletters, and presentations, should present Organizational information truthfully and accurately.

Applicable Federal and State laws will be followed in regards to the bidding of contracts and pricing of products.

The Organization will not accept contracts or job openings from companies being struck.

Approved: December 21, 1998

Revised: February 25, 2002

December 20, 2004

April 25, 2005

October 22, 2007

February 25, 2008

December 20, 2010

November 25, 2013