**Blue Sky, Inc.**

**Code of Ethics, Business, and Professional Conduct**

**Training Guide**

This guide supports training received upon hire at Blue Sky, Inc. (BSI) regarding the BSI Code of Ethics, Business, and Professional Conduct.This code guides correct and ethical behavior for all BSI employees who are expected to do what is right, every day, throughout the work day, because it is the right and ethical way to behave.

When considering ones actions it is wise to ask: “Does my action build trust and credibility for Blue Sky Inc?” “Am I helping to create a working environment in which Blue Sky Inc. can succeed over the long term?” “Can I follow through on the commitment I am making?” The way we maximize trust and credibility is by answering “yes” to these questions and by working every day to build trust and credibility.

Every employee is expected to carry out daily tasks in a legal and ethical manner that withstands the scrutiny of others, including outside regulatory agencies. All employees are expected to abide by the rules, regulations, and policies that govern their job. There are core standards and values that must be upheld for every employee in all interactions with the participants we support. In addition, there are job-based functions that require strict adherence to specific laws, rules, and regulations based on the tasks being performed. For example, the practices each direct support professional are individualized to his/her function, aiming at building a working relationship with each participant that is genuine, empathic, and reflective of a partnership for achieving a participant’s dreams.

*Compliance with the code:* All individuals are expected to comply with the Code of Ethics, Business, and Professional Conduct. The following standards provide definitive expectations and examples of unacceptable behavior, along with specific examples as an amendment to this code.

Standards

1. *Disclose Potential Conflicts of Interest* – Conflict of interest occurs in situations where a person has the potential to direct or influence a decision to his/her own gain.

Examples of Code Breach:

* Accept gift of significant value that could influence work-related decision making, including preferential treatment
* Use business information resources for personal gain or profit

2. *Adhere to all Blue Sky Inc. Policies and Procedures* – Blue Sky Inc. policies and procedures were developed to ensure quality, fairness, and safety for all employees (including zero tolerance for the use of or being under the influence of alcohol or drugs during work hours).

 Examples of Code Breach:

* Create a harassing work environment
* Failure to comply with EEO Rules/Regulations
* Improperly recorded timesheet by an employee

3. *Maintain Accurate Documentation, Billing, Coding, and Reporting Procedures and Practices, both operational and financial –* Data integrity and accuracy, as well as retention, are critical for support of the participants we serve and regulatory compliance. Blue Sky inc. will only bill for and accept revenues for which it is entitled.

 Examples of Code Breach:

* Billing for services in which a participant did not receive direct support services
* Bill for and receive funds where service delivery is beneath BSI’s level of expectations
* Falsify records/attendance sheets including signature and dates

4. *Understand and Adhere to the Participant Bill of Rights –*The Participant’s Bill of Rights sets forth the minimum guidelines for ensuring that no participant shall be deprived of any civil or legal right solely because of a diagnosis of developmental disability.

Examples of Code Breach:

* Provide differential care due to race, religion, sexual orientation, etc
* Disclose information contained in the participant’s records
* Do not provide participants with a balanced and nutritional diet served at appropriate times and in as normal a manner as possible
* Lack of protection of privacy of participants in all aspects of personal hygiene

5. *Represent Blue Sky Inc. in a fair and honest manner in all interactions, including sales and marketing –*

Examples of Code Breach:

* Offer illegal inducements for referrals to Blue Sky Inc.
* Misrepresent Blue Sky Inc’s services and functions – truth in advertising
* Alter Blue Sky Inc. documentation

6. *Safeguard Blue Sky Inc. assets –*Blue Sky Inc. resources are to be used for job related purposes and not for personal gain.

 Examples of Code Breach:

* Use of Blue Sky Inc. equipment/supplies for personal purposes
* Falsification of timesheets
* Theft of Blue Sky Inc. equipment/supplies

7. *Work in a manner that supports the Blue Sky Inc. Vision/Mission Statement.*

* Fail to assume responsibility for your actions
* Fail to seek advice and guidance on ethical issues from others as needed
* Fail to assume accountability for decision
* Place blame on others
* Act irresponsibly or not in accord with Blue Sky Inc.’s mission

8. *Comply with all applicable laws, regulations, code and policies (including state and federal laws) –*

 Examples of Code Breach:

* Commit an unlawful act on facility premises
* Report to work under the influence of alcohol or drugs or use drugs or alcohol during work time
* Fail to renew or maintain good standing with licensure of certification

9. *Be a good corporate citizen and steward of the community trust –* As a social services agency, the resources entrusted to us are to be used for the benefit of the community and fiduciary decisions are to be made in the best interest of the community.

 Examples of Code Breach:

* Wastefulness of resources
* Inappropriate risk taking in financial investments
* Failure to consider community needs when planning new programs

10. *Uphold the Code of Ethics relative to Direct Support Professionals –* Many positions such as Direct Support Professionals and Social Workers have their own Code of Ethics related to that particular profession. Awareness, familiarity, and use of codes are expected in employment at Blue Sky Inc.

11. *Protect confidentiality of the participants we support, the staff who serve them, and Blue Sky Inc’s. sensitive information –* All Blue Sky Inc. representatives and employees are responsible to safeguard and respect the confidentiality and privacy of the participants we support in accordance with the rules and regulations of HIPAA.

 Examples of Code Breach:

* Breach of confidentiality during an investigation
* Inappropriate release of information regarding a participant we serve
* Obtain a participant’s diagnosis or test result without consent
* Release names of staff/participants outside the workplace
* Gossip about colleagues in and out of the work environment

For further information: Any questions, comments, or concerns regarding the Code may be brought to your supervisor or the CEO of Blue Sky Inc. 218-844-7591

\*During orientation, staff review the employee handbook which contains our Code of Ethics, Business, and Professional Conduct. After staff have reviewed this information, they sign and date acknowledging the receipt of our handbook and the information inside.