

# CENTER FOR PEOPLE WITH DISABILITIES



## Code of Conduct

This Code of Conduct is a set of rules outlining the responsibilities and proper practices for an individual or organization. Staff, volunteers and consumers will conduct business in a positive, supportive, respectful and safe environment. The following Code of Conduct must be signed by each individual prior to receiving services.

## EXPECTATIONS AND RESPONSIBILITIES

- I can expect to be treated professionally, courteously and respectfully by staff and volunteers.
- I am responsible to treat staff and volunteers with courtesy, dignity and respect.
- I can expect to be free from discrimination of any kind.
- Neither I, nor staff, will be expected to tolerate rude, abusive, threatening, indecent, obscene, intimidating or violent language and/or behavior. This includes sexual misconduct and indecent exposure. Anyone, including persons accompanying me, exhibiting such behavior will be asked to leave. If the request is refused, staff and or volunteers have the right to call law enforcement.
- I understand that smoking will only be allowed in designated, outdoor areas.
- I understand that the following items are given special notice of the safety of participants, staff and volunteers, for the delivery of services in an efficient and effective manner and to ensure that laws are upheld.
  - ✓ Use, or possession of alcohol, marijuana or illegal substances are prohibited in the service area. Intoxicated persons will be asked to leave the area. Distribution of above substances is prohibited, as is drug paraphernalia.
  - ✓ Vandalism, abuse or damage to a facility, its contents or area will result in a request to leave the area and law enforcement will be notified.
  - ✓ Individual are not permitted to solicit money, items or services from other consumers, staff, volunteers or visitors.
  - ✓ Weapons are not allowed on the premises. If weapons are brought into the service area. Law enforcement will be notified.
  - ✓ I understand that the agency reserves the right t discontinue services if this Code of Conduct is not adhered to. Resumption of services will be determined by a team meeting upon request according to the guidelines of the agency.
  - ✓ I may file a grievance if I am dissatisfied with the action of any agency staff or volunteers.

By signing this document, I acknowledge that I understand and agree to the expectations and responsibilities outlined above.

Consumer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Staff Signature \_\_\_\_\_ Date \_\_\_\_\_