



Policy Name:	Business Ethics and Conduct				
Policy Division:	Human Resources	Section Title:	General Rules		
Approval Authority:	Board of Directors	Adopted:	2002	Reviewed:	
Responsible Party:	Human Resources Director	Revised:	10/15/2018		
Responsible Office:	Human Resources	Contact:	Human Resources Director		

Policy Statement

In a complex organization, personal interests may conflict with organizational interests. It is important that employees be alert to those situations. Employees are expected to adhere to the highest standards of business ethics and to conduct themselves in a manner that will avoid wrong-doing and/or personal conflicts of interest and/or the appearance thereof.

Who Should Read this Policy?

All SHARE Foundation employees

Resources

None

Related Policies

Employee Problem Solving

Compliance Program

Mission Vision and Values

Whistle Blower Protection and Reporting

Definitions

None

The Policy

To facilitate the avoidance of conflicts and to protect both employees and SHARE, all potential conflicts are to be disclosed at the time of employment and at any time conflicting situations occur.

Whenever an employee is in doubt as to whether a conflict of interest exists or whether or not a situation is proper, the employee shall discuss the matter with his/her direct supervisor before entering into the activity. Any decision made by the employee's supervisor may be appealed through Employee Problem Solving Policy. Employees of SHARE occupy positions of trust and confidence. Therefore, employees

shall be honest and always do their jobs to the best of their abilities and uphold SHARE's values. Failure to comply with this policy is grounds for disciplinary action, including discharge.

Employees must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs.

While it is not possible to describe all of the situations that may cause or give rise to a conflict of interest or the appearance thereof, the examples indicated below represent those most likely to occur at SHARE.

Acceptance of Gifts

The acceptance of gifts by employees from clients, visitors, or vendors is restricted in order to avoid potential conflicts and the appearance of wrong-doing. However, the difference between a personal gift and gift for the purpose of influencing an employee's actions is often difficult to define. Expressions of thanks of nominal value from clients, visitors, or vendors (flowers, candy, pens, food, and desk calendars) may be accepted. The acceptance of cash or checks (including "tips"), or gifts of greater than nominal value is never allowed.

Gift cards are considered "cash equivalents" and can never be personally accepted by employees from vendors, patients, members, clients, or families. They may be acknowledged as a donation to SHARE and utilized to benefit an employee group or to benefit needy patients and families.

An individual may make a donation to SHARE in the name of an employee whose service the individual would like to honor. When an employee is approached by a client with the offering of cash or a check, the employee should make the individual aware of this policy and the option to make a donation instead.

Vendor Relations

It is a conflict of interest to enter SHARE into a contractual agreement for goods and or services with a vendor in exchange for a personal discount or for special treatment while doing personal business with the same vendor.

Disclosure of Confidential Information

Information regarding the diagnosis and treatment of clients is absolutely confidential. Employees shall not discuss any information relating to a client or any aspect of that client's care beyond that necessary in the performance of professional duty.

Employees will be bound by a confidentiality statement that they will be required to sign. Disclosure of confidential information will result in disciplinary action, which may include dismissal.

Gossip in the Workplace

The spreading of innuendo, rumors, and gossip is also not allowed. This creates discord and threatens harmony in the workplace. It is considered unethical in nature. This applies to both clients and fellow employees.

Improper Use of Position

Employees shall not use their positions to obtain special advantage or privileges. Improper use of an employee's position can take many forms. For example, an employee may not influence or force others to give a friend special consideration or treatment.