

Sunshine Village

# EMPLOYEE CODE OF CONDUCT

*Established October 2005*

*Reaffirmed by the Board of Directors 2007, 2008, 2010, 2011, 2012, 2013, 2015, 2016 Revised 2021, 2022*

All employees of Sunshine Village are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities and have pledged to accept this code as a minimum guideline for ethical conduct.

Each Employee shall:

## **Accountability**

1. Comply with all federal and state laws, mandated regulations and agency policies.
2. Act with care and diligence while performing duties and use all agency resources in the proper manner.
3. Fully disclose, at the earliest opportunity, information of fact that would have significance in decision-making, including and real, potential or perceived conflicts of interest.
4. Comply with any lawful and reasonable direction given by someone in the organization with the authority to give the direction.

## **Professional Excellence**

6. Behave honestly and with integrity in all Sunshine Village business dealings, including marketing and use of traditional and social media.
7. Treat everyone with respect and courtesy and without harassment.
8. Strive to uphold these practices and assist other members of the agency in upholding the highest standards of conduct with all business dealings and all contractual relationships.

## **Equal Opportunity**

9. Ensure the rights of everyone associated with the agency without discrimination on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

## **Personal Gain / Service Delivery**

10. Adhere to all policies of Sunshine Village regarding the exchange of gifts, money and gratuities as well as personal fundraising, personal property, setting boundaries and witnessing legal documents.

## **Confidential Information**

11. Respect the confidentiality of sensitive information known due to employment.

*All employees are responsible for compliance with all aspects of this code. All new employees shall be required to read this code and attest in writing that they have done so. The matters addressed by this code are sufficiently important that any lapse in judgment within the areas covered here may be considered serious enough to warrant discipline up to and including dismissal.*

**Ethics and Compliance Employee Hotline – confidential and anonymous – 413/592-6142 ext 7777**