

State Operated Community Program
SOCP Action Request Memo

Topic:	Code of Conduct Annual Form	Issue date:	08/24/2011
Related policy:	2.007 Abuse, SOCP Code of Conduct, Mandatory Reporter		
Action Requests (AR) - Action Requests are used to request action by a given deadline. They are time-sensitive and should be read and processed or assigned upon receipt.			

Applies to:
(check all that apply)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses | <input checked="" type="checkbox"/> BVS1s | <input checked="" type="checkbox"/> BVS2s |
| <input checked="" type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> Trainers |
| <input checked="" type="checkbox"/> HR | <input type="checkbox"/> Other : _____ | |

FROM: Robert T. Clabby II, SOCP Director 

SUBJECT: Staff Signature required – “SOCP Code of Conduct Annual Form”

All SOCP staff are to be trained on the attached **SOCP Code of Conduct Annual Form**. Return signed forms to Central Office within 30 days, no later than **Friday, September 30th, 2011**.

Attachments: SOCP Code of Conduct (Annual Form) – Signature required

If you have questions about this information, contact:

Contact(s):	Robert T. Clabby	Becky Daniels
Phone:	(503) 385-7144	(503) 945-5641
Email:	Bob.Clabby@state.or.us	Becky.Daniels@state.or.us

State Operated Community Program

Employee Code of Conduct

Employee compliance with performance standards, expectations and work ethics is critical to the State Operated Community Program's (SOCP) success in performing effectively as a team to achieve Program and Agency mission and goals. It is our expectation that all employees (Management & Represented) cooperate, support, and comply with the following:

- Comply with the SOCP 24-hour Residential and Vocational Policies and Procedures and with the Group Home employee Rules. There is a copy of each available to all employees at each Group Home.
- Perform position duties caringly, thoroughly, timely, accurately, and in compliance with their Position Description, and with Program, Agency, State and Federal rules, regulations, policies and procedures. Disregard of, or failure to follow policies and procedures, an instruction, direction, request or assignment from management is unacceptable.
- You **must immediately** notify your manager; if for any reason you can not fulfill/meet the duties, obligations and responsibilities of your position, due to a temporary condition/circumstance that may affect client supervision at home and/or in the community (i.e. pain medication, restroom usage, driving restrictions etc.) anything restricting you from supervising/caring for an individual as outlined within their staffing expectations, BSP or fulfilling the duties of your position description.
- Support a positive work environment, free from harassment or discrimination. Workplace violence towards staff or clients is unacceptable under any circumstances.
- Exercise responsible and respectful conduct towards clients, co-workers, management, agency customers, and all other work-related associations.
- Refrain from the exchange of derogatory or negative comments, gossip, and disrespectful treatment towards or regarding others.
- Exercise responsible and respectful conduct when utilizing or caring for the property of the state, clients or any work-related associations. **This includes (but is not limited to) displays of affection such as kissing, holding hands, embracing, between staff or between staff and clients is prohibited and will not be tolerated.**
- Conduct personal business on personal time (this includes but is not limited to grocery shopping, banking, etc.) Excessive personal telephone calls are prohibited. To do so is an inappropriate use of State time and money.
- Sleeping on duty, at any time, for any reason is prohibited and could result in immediate commencement of pre-dismissal procedures up to and including dismissal from state service.
- To use or take possession of State equipment or property for personal gain or benefit is unacceptable and will be regarded as inappropriate use of State funds, and may be turned over to law enforcement.

- To use or take possession of client equipment or property for any reason is unacceptable and is a violation of their rights, and may be turned over to law enforcement.
- Employee family members may visit only with prior authorization from management.
- Employees shall not create, or participate in deliberate harmful statements or actions of any kind regarding co-workers or clients. Harmful statements include, but are not limited to, gossip, and negative statements about performance, appearance or relationships.
- Employees who work for the SOCP are expected to work in a mature, adult manner and are expected to find pro-active, positive solutions to work-related problems.
- Employees are not permitted at any time to utilize the computer or the Internet for personal use; this includes accessing personal e-mails. In no instance will employees install their own computer software on the state owned computer.
- Retaliation towards co-workers or clients for any reason will not be tolerated.
- Clients are **NOT** to be left alone in State vehicles at any time unless the ISP team gives prior authorization.
- Clients are **NOT** permitted to go to employee's residence, any private residence, (to include but not limited to) employee family member's home and/or other co-workers residence.
- Handicap Parking Permits can only be used for the individual it is assigned to.
- Any allegation of abuse or neglect must be reported immediately per policy.
- Delayed reporting of incidents will not be tolerated and individuals who engage in this behavior will be subject to discipline. Abuse/neglect reports are confidential and discussion of the investigation is prohibited between co-workers in the home, or anyone inside or outside of the SOCP program.
- Chewing tobacco and smoking are allowed in designated areas only.
- Each home's "good neighbor policy" must be followed at all times. (Parking, smoking, loud noise levels, profanity, beaming light into neighbor's windows, revving up cars, etc.)

It is understood that failure to follow these expectations, and/or violations of rules, regulations, policies or procedures may result in disciplinary action up to and including dismissal.

The employee and manager's signature below indicates their manager discussed the "Employee Code of Conduct" with the employee and the employee understands the expectations as described herein.

<i>Print name</i>	<i>Employee signature</i>	<i>Date</i>
<i>Manager's signature</i>		<i>Date</i>