



Subject:	Triangle Code of Ethics		
Scope:	Agency Wide		
Prepared By:	Policy Committee		
Original Issue Date:	7/1/16	New Issue Date:	

## PURPOSE:

The purpose of this policy is to outline the ethical standards to which all employees must adhere.

## POLICY, PROCEDURE and FORMS:

### Quality Services & Professional Conduct

\_\_\_\_\_ I understand that I cannot allow personal activities not related to my position at Triangle to interfere with my work responsibilities. This includes but is not limited to reading personal material, using personal cell phones, checking personal email, or use of personal laptops for non-employment-related reasons. I understand that I cannot run personal errands when I am in the community with participants.

\_\_\_\_\_ I understand that all persons are entitled to respect. It is expected that all communication and behavior will demonstrate respect for the people we serve, their families, persons with whom the organization has business relationships with, and co-workers.

### Ableism & Disability Rights

\_\_\_\_\_ I understand that a key part of Triangle's mission is to ensure the equality of people with disabilities in society. In service of this goal I understand that it is my responsibility to



educate myself about ableism and discrimination against people with disabilities and do my best to uphold this value in all my work at Triangle.

\_\_\_\_\_ I understand that it is never acceptable to use derogatory language toward people with disabilities, such as slurs like “retarded.” I understand that using such slurs as a joke is also not tolerated.

\_\_\_\_\_ I understand that the people Triangle supports are adults, young adults, and in some cases teens. I understand that I am expected to engage them in age-appropriate activities. If I have questions about whether an activity is age-appropriate, I can get guidance from my supervisor or any Senior Manager who oversees a program or service area.

\_\_\_\_\_ I understand that all services will be accessible to its defined service population without discrimination on the basis of gender, sexual orientation, gender identity or presentation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

### **Use of Triangle Funds and Property**

\_\_\_\_\_ I understand that it is my responsibility to safeguard petty cash and any Triangle credit card that is in my possession and that all purchases made by me with Triangle cash and credit cards must be for legitimate purposes. I also understand that I must obtain receipts for all purchases I make on behalf of Triangle with Triangle funds.

\_\_\_\_\_ I understand that it is my responsibility to use Triangle property only for purposes related to Triangle’s mission. I understand it is my responsibility to report any damage, loss, or theft of Triangle property to my supervisor.

## Healthy Relationships, Boundaries, and Abuse Prevention

- \_\_\_\_\_ I understand it is unprofessional and not acceptable to discuss my personal problems with, or in front of, the people we support.
- \_\_\_\_\_ I understand that details of participants' physical health, mental health, and personal care needs are not to be discussed in public or crowded parts of any Triangle facility or community outing site.
- \_\_\_\_\_ I understand that I am not obligated to hug or show other types of affection to participants if I am not comfortable doing so. I understand that if respectfully refusing this affection does not cause the participant to stop, I can get support from Triangle's Behavioral Support staff.
- \_\_\_\_\_ I understand that, in almost all cases, the appropriate expressions of affection between Triangle staff and participants are: handshakes, fist bumps, high fives, and in some cases hugs. I understand that kisses and more intimate expressions of affection are not appropriate. If I feel a different type of touch or affection is needed with a particular participant I will discuss it with my supervisor or the behaviorist, and the result of this discussion will be documented in the participant database. I also understand that any expressions of affection that occur between participants and staff should be chosen by and intended to support the participant.
- \_\_\_\_\_ I understand that Triangle's whistleblower policy protects me if I report suspected abuse perpetrated by another Triangle employee or volunteer.

## Professional Ethics



\_\_\_\_\_ I understand that if I am licensed to practice in any mental health or medical discipline or profession, and I practice this discipline or profession at Triangle, that I am expected to adhere to the ethical practices and professional development requirements of that discipline or profession.

\_\_\_\_\_ I understand that all services provided at Triangle requiring professional credentials will only be provided by the person qualified and certified to do so. I will not provide any professional service to Triangle participants without appropriate professional credentials.

**Overall**

\_\_\_\_\_ I understand that Triangle welcomes constructive challenge and that I will be supported by Senior Management if I speak up, in good faith, to address a concern about the extent to which we are honoring this Code of Ethics.

\_\_\_\_\_ I understand that if I witness ethical violations that I may use Triangle's whistleblower policy to report these violations. I understand that I may make such a report anonymously and that I will not face any retaliation for any report made in good faith.

\_\_\_\_\_ I understand that failure to comply with this Code of Ethics will be cause for remediation and that this remediation could include dismissal.