



Code of Ethics

The mission of BAC is to provide persons with disabilities innovative services and opportunities to achieve personal success. This includes assisting persons with disabilities in reaching an optimal level of vocational and social independence. BAC is dedicated to the dignity and worth of persons with disabilities and their right to choose the most appropriate rehabilitation, education and support services provided in the least restrictive environment.

To uphold its mission, BAC has developed a Code of Ethics. This Code concerns the quality of life, protects fundamental human rights, and respects the diversity of our stakeholders, the persons we serve, our co-workers, Board of Directors, and the community. It is important for all BAC employees to adhere to the principles of this Code. Also, as employees of BAC, we should encourage and support adherence by other team members. Adherence to this Code of Ethics is a mandatory matter. If an employee chooses not to follow the foundations of this Code, appropriate discipline will be administered.

1. Person Centered Supports

BAC recognizes that each person served must direct their own life and supports to the best of their ability. Each person served needs to be assured their preferences, cultural differences, lifestyle, and beliefs will all be heard and respected when it does not interfere with other individuals or operations. Focus will always be on the person first.

It is BAC's responsibility to assist persons in leading self-directed lives to the best of their ability. Thus, as employees, we will make certain we are conscious of our own values and opinions and how they may influence others.

2. Promote Physical and Emotional Well-Being

BAC supports the emotional and physical well-being of all persons. As an agency representative, we will try to build positive relationships with the persons we serve. Such relationships will be based on mutual trust, respect, and professionalism.

All relationships will maintain a professional boundary. BAC will assist persons in understanding options and possible consequences of those options as they relate to their physical and emotional well-being. BAC will be vigilant in identifying, discussing with others, and reporting any situation in which the individuals we serve are at risk of abuse, neglect, exploitation, or harm, real or suspected. It is BAC's responsibility to address challenging behaviors proactively and respectfully. All persons served, employees, volunteers and Board of Directors will work in an environment that is free of physical and emotional barriers that limit them from successfully fulfilling their specific responsibilities.



Code of Ethics (continued)

3. Confidentiality

BAC respects the confidentiality and privacy of the persons we support, as well as its employees and Board of Directors. As the agency seeks and manages information from the persons we assist and from employees, BAC will make certain that information is handled with appropriate confidentiality, respect, and security.

4. Fairness and Equity

All persons associated with BAC will be treated fairly, justly and with integrity. The agency will respect the human rights, civil rights and individual beliefs of all persons receiving services and those of team members, volunteers, and Board of Directors.

Further, BAC will be vigilant to ensure that all communications are open, honest, timely and effective while maintaining business courtesies, professionalism and respecting the confidentiality of privileged information.

5. Respect

BAC will seek to understand and respect the diversity (religious, ethnicity, gender, age, socio-economic, sexual orientation, and political beliefs) of all persons. BAC will respect the human dignity, rights, and uniqueness of the persons we serve, the employees, Board of Directors, and the community. All persons will be treated with courtesy and respect and BAC will honor the legal choices of each person – while BAC protects their right to privacy. BAC will uphold the human rights of all persons and support all persons with respect.

6. Honest and Trustworthy

Honesty is an essential component of trust. It is, therefore, BAC's responsibility to make sure we model BAC-valued behaviors to program participants, co-workers, and the community. To promote honesty, we will not deliberately make false or deceptive comments about others – but instead will be respectful and honest to everyone. BAC will be honest with persons we serve, with team members, the Board of Directors and the community regarding the agency, the programs we provide, the marketing of the agency, and our abilities to provide meaningful and appropriate services to persons with disabilities. As agency representatives, we will also obey and support local, state, and national laws, as well as all policies and procedures of BAC. It is also critical of employees and Board of Directors' decisions, and actions are made/done in a responsible, honest, and accountable manner. Should one decide to violate a law or BAC policy, one must fully accept responsibility for their actions and for the consequences that follow. BAC's Human Resources Department and the Board of Directors will address violations to the Code of Ethics.

Signature

Print Name

Date