



SCFU Code of Business Conduct & Ethics

The Code of Business Conduct & Ethics provides SCFU employees, agents, independent contractors, members of the Board of Directors, and volunteers with information necessary to adhere to the high ethical principles that guide the Agency. SCFU is accountable for compliance not only with the SCFU Code of Business Conduct & Ethics, but also with all laws and regulations applicable to SCFU's operations.

SCFU ensures that all aspects of an individual's care and professional conduct are performed in compliance with our mission statement, policies and procedures, professional standards and applicable governmental laws, rules and regulations. SCFU expects that every person who provides services to persons served must adhere to the highest ethical standards and promote ethical behavior. Any person whose behavior is found to violate ethical standards will be disciplined appropriately. Similarly, any contractor who violates the standards of conduct places at risk their business relationship with SCFU.

The SCFU Code of Business Conduct & Ethics is applicable to all employees, agents, independent contractors, members of the Board of Directors, and volunteers. All are required to review the SCFU Code of Business Conduct & Ethics, as well as comply with the Corporate Compliance Plan and Policy. SCFU will take disciplinary action for those who participate in non-compliant behavior, fail to report a suspected violation of the Corporate Compliance Plan, encourage, direct, facilitate or permit non-compliant behavior and/or engages in intimidation or retaliatory behavior directed at those who report non-compliant behavior. All employees, agents, volunteers, interns, and contractors are expected to work cooperatively and respectfully to provide the highest quality of services possible.

The SCFU Code of Business Conduct & Ethics:

- To work in accordance with applicable local, state and federal laws, regulations and agency policies;
- To report to the Compliance Officer, Compliance Hotline or Executive Director any potential violation of applicable laws, regulations and policies, including the Corporate Compliance Plan;



- To maintain complete, accurate and contemporaneous records, which includes all documents related to the provision of Agency services that provides support for the billing of services; to bill individuals and third-party payers accurately; Records must reflect the actual service provided; Billing activities are to be performed in a manner consistent with Medicaid and other payers' regulations and requirements.
- Employees should never knowingly make or present improper, false, fictitious or fraudulent claims to any government or private health care program, department or agency.
- Acceptance of kickbacks is prohibited
- To consult the SCFU Compliance Officer or Executive Director when questions arise as to the conduct permitted under applicable laws, regulations and policies, including the Corporate Compliance Plan
- To conserve resources of the agency by not engaging in wasteful behavior;
- To avoid conflicts of interest;
- To comply with all labor and employment laws.
- No employee or other agency representative shall solicit, receive, offer to pay, or pay remuneration of any kind in return for referring an individual for items or services, or purchasing, leasing, ordering, or arranging for goods, facilities, services or items which payment may be made under federal, state or local health care programs.
- To refrain from unauthorized use of agency assets
- To maintain confidentiality of agency records
- To follow HIPPA/HITECH regulations, Policies and Procedures;
- To work cooperatively and respectfully with all employees, agents and contractors to provide the highest quality of services;



- To place the interests of the people we serve and their family members first and foremost in all aspects of what we do;
- To maintain appropriate interactions with people we serve;
- To adhere to the highest of standards of Quality of Care to obtain or maintain the physical, mental and psychosocial wellbeing of each individual served by SCFU;
- To refrain from any and all abuse, neglect, and mistreatment of people we serve
- To follow each individual's service plan as written
- To represent SCFU positively in the community at large;
- To conduct all activities in a fiscally responsible manner;
- To seek training and assistance in areas that would strengthen one's ability to fulfill responsibilities to the individuals served SCFU and SCFU;
- To complete tasks in a timely manner and meet expectations in producing the quality of work that SCFU strives to achieve

Rules and regulations regarding employee behavior are necessary for the efficient operation of the Agency, and for the benefit and safety of all its employees. These are to be interpreted within the context of the Agency's mission of providing a supportive environment embracing and affirming the intrinsic human values of integrity, responsibility and trust. Conduct that interferes with operations, discredits the Agency, or is offensive to individuals served or fellow employees will not be tolerated.

SCFU expects every person who provides services to adhere to the highest ethical standards and to promote ethical behavior. Any person whose behavior is found to violate ethical standards will be disciplined appropriately, up to and including termination of employment or termination of contractual relationships.

- A. All employees are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of the Agency. Such conduct includes:



1. refraining from behavior or conduct deemed offensive or undesirable, or which is explicitly forbidden by these policies;
2. performing assigned tasks efficiently and in accord with established quality standards;
3. reporting to management suspicious, unethical, or illegal conduct by fellow employees, individuals served or suppliers;
4. adhering to basic work standards as described in various sections of this plan and SCFU's personnel policy.
5. cooperating and assisting with the resolution of any and all investigations of non-compliance about which you have knowledge.

B. The following conduct is prohibited and may constitute grounds for immediate discharge:

1. Acts and/or threats of violence toward any individual served or group of individuals served or staff, or any altercation of the same taking place on agency premises;
2. Reporting to the workplace under the influence of any illegal drugs, or as a result of the misuse of any prescribed and/or over the counter medications;
3. Reporting to the workplace under the influence of alcohol or with alcohol on one's breath;
4. Using, manufacturing, selling, possessing or dispensing illegal drugs;
5. Possession of firearms or other weapons in any SCFU facility or work space.
6. Sexual contact with or physical or verbal abuse of individuals served or employees;



7. Violation of the agency's nondiscrimination policy, including engaging in acts involving sexual or any other form of harassment;
8. Fighting or assault on a fellow employee or individual served;
9. Theft, destruction, defacement or misuse of agency property, individual's property or of another employee's property;
10. Insubordination or refusal by an employee to follow management's instructions concerning a job-related matter;
11. Borrowing money from individuals served or their relatives or from persons performing paid services for the agency or from any other person in a position to benefit from an action of an employee. (Employees are required to report the offer of a gift to the Executive Director);
12. Intimate involvement with active individuals and families served by SCFU; and
13. Falsifying any Agency records.

**The examples above are illustrative of the type of behavior that will not be permitted and are not intended to be all-inclusive. Any questions in connection with this policy should be directed to the Compliance Officer or the Director of Human Resources.



Code of Business Conduct and Ethics Understanding and Acknowledgement:

I have read and been informed about the content, requirements, and expectations of The Code of Business Conduct and Ethics at Special Citizens Futures Unlimited, Inc. I have received a copy of the SCFU Code of Business Conduct & Ethics and agree to abide by the guidelines as a condition of my employment and my continuing employment at Special Citizens Futures Unlimited, Inc.

Each person subject to this Code of Business Conduct & Ethics shall ensure that all aspects of care and business conduct are performed in compliance with SCFU's mission statement, policies and procedures, professional standards, applicable governmental laws, rules and regulations, and other payer standards

I acknowledge that I have received training regarding the Agency's Code of Business Conduct & Ethics. I agree that if I witness or otherwise become aware of a situation that I believe in good faith involves waste, fraud, or abuse of Agency resources I agree to bring it to the attention of my Supervisor, the Executive Director, the Compliance Officer, or through use of the Compliance & Ethics Hotline at 917-270-5333.

I understand that if I have questions, at any time, regarding the SCFU Code of Business Conduct and Ethics, I will consult with my immediate supervisor, the Compliance Officer or my Human Resources staff members.

Please read this Code carefully to ensure that you understand it before signing this document.

Employee Signature

Date