

## **Youth Opportunity Center's** **GENERAL CODE OF ETHICS**

The Youth Opportunity Center, Inc. (YOC) prides itself on the high standards of excellence embodied by our mission, values statement, and operating principles. We expect our employees to personify these ideals when dealing with persons both inside and outside the facility. The following code of conduct is intended to provide guidelines for the professional, ethical, legal, and socially responsible behavior we expect of our employees.

All business relating to YOC is to be conducted in such a manner as to avoid the appearance of impropriety. An employee should not perform any action, which may raise a question of criminal activity or a question concerning the employee's financial or economic interest concerning YOC. It is impossible for this code to cover every situation that may arise. When you have a question, ask your immediate supervisor, or the Human Resource Director. In circumstances where you are unable to consult with an appropriate person, use your common sense and good judgment.

1. **Professional Integrity.** Consistent with our mission and values statement, employees should strive to conduct all business dealings and relationships with integrity, honesty, and respect for others. Employees should loyally and faithfully serve our principles and always deal fairly and honestly with customers and others with whom we do business. No employee should knowingly permit any transaction to occur through his or her offices that is not fair to our principles and customers alike.

Relationships with customers, manufacturers, suppliers, competitors, and employees are to be based on fair dealing, on fair competition in quality, price, and service, and on compliance with applicable laws and regulations.

- (A) Employees shall not solicit, accept or receive, directly or indirectly, for the purpose of accepting referrals sent to another practitioner or in connection with their employment any gift, favor, service, entertainment, food or drink, for the purpose of influencing the employee to give special consideration to someone outside YOC. If a gift, favor, service, entertainment, food or drink is offered to an employee for the purpose of influencing the employee to give special consideration to someone outside YOC, such an inducement should be reported to the employee's immediate supervisor immediately.
- (B) Employees must never knowingly or intentionally have a financial interest or derive a profit from a contract or purpose connected with an action by YOC. In the event an employee does have a financial interest in or derive a profit from a contract or purchase connected with an action by YOC, the employee must inform his or her supervisor immediately. The supervisor will then file a written statement of disclosure with the CEO. Failure by an employee to so notify his or her supervisor may result in disciplinary action up to and including discharge.
- (C) Employees are to immediately notify HR by the next business day in the event they are charged with a crime by law enforcement or are arrested at any time during your employment with the YOC. Failure to provide such notification shall result in disciplinary action up to and including termination of employment.

2. **Political and Charitable Contributions.** Although employees are encouraged to be socially and politically responsible, employee may not contribute any YOC funds or assets to any political candidate, party, charity, or similar organizations, unless such contribution is expressly permitted by law and has been approved by the CEO of the YOC.

Employees are not permitted to use their position or working time to assist in the campaign of any political candidate.

3. **Administration of Code of Ethics.** All employees who suspect violations of this code have an obligation to report their concerns to their immediate supervisor or the Human Resource Director. Matters of concern include pressure exerted by manufacturers, customers, and YOC personnel or others to utilize accounts in an unauthorized manner or to enable other actions inconsistent with authorized company procedures and policies. Employees may also relate their suspicions or specific incident to their immediate supervisor or the CEO.

All allegations of improper or illegal behavior will be investigated promptly and thoroughly. The investigation shall remain as confidential as practicable and those conducting the investigation shall respect the privacy of all persons involved.

No adverse action shall be taken or permitted against anyone for communicating legitimate concerns to the appropriate persons. While an investigation will be facilitated if the employee identifies him or herself, the YOC will accept and investigate matters submitted anonymously.

Employees who fail to follow this procedure will be subject to disciplinary action, up to and including discharge, and, if applicable, prosecution for behavior, which would constitute a violation of local, state, or federal laws.