



## ***CODE OF ETHICS***

The mission of the Brevard Achievement Center (BAC) is to assist persons with disabilities in reaching an optimal level of vocational and social independence. The Center 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 the fundamental human rights and respects the diversity of all 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.

To assist you in “staying the course” this Code of Ethics is presented as a roadmap for providing high quality services for persons with disabilities.

### ***1. Person Centered Supports***

The Brevard Achievement Center 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 people 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***

The Brevard Achievement Center supports the emotional and physical well-being of all persons. As an agency representative, we will make an effort to build positive relationships with the people 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.

### ***3. Confidentiality***

The Brevard Achievement Center will respect the confidentiality and privacy of the persons we support, the 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 the Brevard Achievement Center 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**

The Brevard Achievement Center 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 people 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. The Center will uphold the human rights of all people and support all people 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 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 the Brevard Achievement Center. It is also critical 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. The Center's Human Resources Department and the Board of Director's Personnel Committee will address violations to the Code of Ethics.

#### **7. Relationships**

The Brevard Achievement Center realizes the value of positive relationships. Thus, BAC will support and advocate the development and maintenance of all meaningful relationships. BAC will facilitate the relationships between the persons we serve and their family, friends, and the community. BAC will also recognize and support the diversity of relationships of the employees. To assist in supporting relationships, BAC employees will separate personal beliefs and expectations regarding relationships from those desired by the people served or co-workers. If the individual feels unable to separate their own beliefs and/or preferences, it is their responsibility to remove themselves from the situation and ask for guidance, when appropriate.

*Note: Should you need further clarification, refer to BAC's Management Instructions, Personnel Policies, operational and administrative procedures. These materials have been established to complement and build on the Code's core values. They are to work in concert.*

I acknowledge the receipt of this CODE OF ETHICS and fully understand that I am held accountable for adhering to it.

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Signature

\_\_\_\_\_  
Date