

CHAPTER 12 STANDARDS OF CONDUCT

12.0 POLICY

Bolivar County Community Action Agency standards of conduct are developed and implemented to ensure staff, consultants and volunteers abide by the following program standards:

- (a) They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- (b) They will follow program confidentiality policies concerning information about children, families, clients and other staff members;
- (c) They will not leave a child alone with only one staff member, consultant or volunteer at any time;
- (d) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs;
- (e) They will adhere to the agency's procedures for identifying and reporting suspected child abuse and neglect.
- (f) They will immediately be removed from the classroom or center (with or without pay) during the formal investigation of an alleged child abuse or neglect complaint. Violation of the Standard of Conduct shall be subject to disciplinary actions in accordance to "Chapter 13" of this manual.
- (g) Employees, members of the Board of Directors and Policy Council shall not under any circumstances accept personal gratuities, favors, or anything not to exceed a monetary value of \$10.00 from a contractor and/or potential contractor during a 12-month period. If a contractor or potential contractor offers gratuities, favors, or anything in excess of the monetary value of \$10.00, the employee shall report the violation to their immediate supervisor, the board member shall report the violation to the full Board of Directors and the Policy Council member shall report the violation to the full Policy Council. All employees, members of the Board of Directors and Policy Council involved in the awarding and/or administration of contracts shall sign a statement that they will not accept or solicit anything of monetary value of \$10.00 or greater during the 12-month period. A copy of the statement shall be maintained in the employee's personnel file, the statement signed by the members of the Board of Directors and Policy