



Standards of Conduct

As employees and representatives of Beyond Support network, we are expected to uphold high standards of business and personal ethics in the performance of our duties and responsibilities. This includes practicing honesty and integrity, complying with applicable laws and regulations, and adhering to the following principles of ethics and conduct:

- Display ethical personal conduct: As employees and representatives of Beyond Support Network, we must adhere to high standards of personal and professional ethics in all our interactions and conduct ourselves with integrity, honesty, and respect for others.
- Perform duties in good faith and to the best of our ability: As employees and representatives of Beyond Support Network, we must perform our duties in good faith and to the best of our ability, providing high-quality services to individuals and fulfilling our responsibilities with diligence and care.
- Embrace diversity: Beyond Support Network values and respects diversity in all its forms and is committed to creating an inclusive and welcoming environment for all.
- Respect truth in all communications with stakeholders: Beyond Support Network values honesty and integrity in all communications with stakeholders, including individuals we serve, their families, regulatory agencies, and the public.
- Participate in scheduled training: To maintain the highest level of quality in our services, we must participate in scheduled training and professional development opportunities.
- Avoid involvement in any payment or acceptance of payment to secure any concession or contract: As employees and representatives of Beyond Support Network, we must avoid any involvement in payment or acceptance of payment to secure any concession or contract, to ensure transparency and fairness in our business practices.
- Ensure agency activities are conducted objectively and without personal or financial gain: We must ensure that agency activities are conducted objectively and without personal or financial gain, to avoid any conflict of interest and maintain the highest level of ethical behavior.
- Disclose any potential conflicts of interest and refrain from receiving or soliciting remuneration of any kind: As employees and representatives of Beyond Support Network, we must disclose any potential conflicts of interest and refrain from receiving or soliciting remuneration of any kind to ensure the highest level of transparency and ethical behavior.
- Comply with the agency's gift policy: We must comply with the agency's gift policy, which prohibits the acceptance of gifts that could influence our actions or decisions.

- Use agency resources only for job-related purposes: We must use agency resources only for job-related purposes, to ensure the efficient and effective use of resources and avoid any misuse or abuse.
- Complete all required documentation accurately and truthfully: We must complete all required documentation accurately and truthfully, to ensure the highest level of accountability and transparency in our services.
- Ensure claims for payment or reimbursement are truthful and supported by relevant documentation: We must ensure that claims for payment or reimbursement are truthful and supported by relevant documentation, to avoid any fraud or abuse.
- Comply with regulators and funding sources and refrain from knowingly submitting false claims: We must comply with regulators and funding sources and refrain from knowingly submitting false claims, to ensure transparency and integrity in our services.
- Report any suspected abuse, neglect, or mistreatment involving individuals we serve: As employees and representatives of Beyond Support Network, we must report any suspected abuse, neglect, or mistreatment involving individuals we serve, to ensure their safety and well-being.
- Follow individual service plans and maintain appropriate interactions with individuals: We must follow individual service plans and maintain appropriate interactions with individuals, to ensure their individual needs and preferences are respected and met.
- Safeguard individual privacy: We must safeguard individual privacy, to respect their dignity and protect their personal information.
- Maintain the confidentiality of agency records and avoid unauthorized use of agency assets: We must maintain the confidentiality of agency records and avoid unauthorized use of agency assets, to protect sensitive information and ensure the efficient and effective use of resources.
- Promptly report any violations or suspected violations of ethical behavior and compliance issues: We must promptly report any violations or suspected violations of ethical behavior and compliance issues, to ensure transparency and accountability in our services.
- Maintain the positive public image of Beyond Support Network: As employees and representatives of Beyond Support Network, we must maintain the positive image of the organization by upholding its values, mission, and vision in all our interactions.
- Refrain from unsafe workplace behavior: Beyond Support Network maintains a drug-free workplace and prohibits the use, possession, or distribution of illegal drugs or alcohol on its premises. We must also take necessary precautions to ensure the safety of ourselves and others while at work.

Print Name of Employee or Representative

Title

Signature

Date