



## Easterseals Midwest

### CODE OF ETHICS

Easterseals Midwest (ESMW) has established a Code of Ethics to guide its board members, volunteers, and staff in their conduct when acting on behalf of the agency. It is a commitment to do what is right, obey all laws, behave with integrity and honesty, treat people fairly, respect diversity, accept accountability, communicate openly, and always behave in a way that is above reproach. The Code contains broad principles reflecting the types of behavior expected towards clients, families, guardians, donors, funders, employees, and the community. ESMW requires all representatives of the agency to maintain these high ethical standards at all times.

#### Procedure

ESMW board members, volunteers, and staff are expected to:

- Put the people we serve first, treat them as unique individuals, and tailor our approach and services to help them pursue their goals, dreams, and aspirations.
- Demonstrate respect for everyone.
- Partner with families and provide them with education and options on how they can help their family members.
- Avoid witnessing legal documents for clients.
- Be good stewards of financial and other support we receive and provide clear information about our results to all our funders and supporters.
- Foster integrity in all that we say and do.
- Strive for excellence in all our work and never be satisfied with the status quo.
- Honor our commitments and promises to the best of our abilities.
- Embrace and celebrate change.
- Always show loyalty to those we serve.
- Work together to support others.
- Openly and honestly, tell the truth.
- Never maliciously or recklessly, injure the professional reputation of another person.
- Take reasonable care in our work to minimize risk of injury to any person and to prevent damage to property.
- Ensure that everything we do is lawful.
- Maintain confidential information.
- Protect the health, safety, and general welfare of all clients and employees.
- Report all information accurately and honestly.

- Set boundaries and avoid using agency contacts to advance a private business or personal interest at the expense of the agency, its clients, or affiliates. Personal fundraising cannot interfere with one's job duties or work relationships.
- Obey all Equal Employment Opportunity laws.
- Remain personally balanced so that personal life will not interfere with the ability to deliver quality products or services to the agency and its clients.
- Disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of company policies and procedures, directly to management (this includes waste, fraud, abuse or other wrongdoing).
- Maintain professional boundaries with each other and clients of ESMW.
- Divulge conflicts of interest by any person associated with ESMW Not accept gifts, money, and gratuities from our clients and/or their families.
- Respect and safeguard the personal property of clients, visitors and personnel as well as the property owned by the agency.
- Advocate for all people with disabilities to ensure their best interests are being served.
- Represent the interests of our clients in the public domain including with public funding sources, private donors, and elected/appointed government officials.
- Uphold the integrity of ESMW to merit the continued support and trust of our community and other stakeholders.
- Be good community neighbors and provide objective consultation, education and collaboration in support of services, research and government policies and in support of increasing understanding and acceptance.
- Conduct business and financial practices with the utmost integrity and in accordance with applicable federal, state, and local laws.
- Ensure all marketing activities/efforts always respect the dignity and privacy rights of the clients.
- Ensure marketing activities will never knowingly mislead/misinform the public or misrepresent ESMW.
- Ensure fundraising efforts follow the AFP Code of Ethical Principles and Standards of Professional Practice.
- Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
- Be accountable for adhering to this Code of Ethics.

### Application

This is not intended as a stand-alone policy and it does not represent the entirety of ESMW ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. While no document can anticipate all of the challenges that may arise, this code of ethics communicates key guidelines and will assist staff, volunteers, and board members in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with management.

## Reporting Violations and Enforcement

All board members are to promptly report any suspected code violations. Dependent on the nature of the suspected violation, the reporter may contact the CEO, President/COO, CFO, or CDO.

For any reported violation, an investigation will be initiated within 48 hours with a determination made and action plan (if applicable) developed to rectify the violation within 10 working days (unless otherwise agreed upon by the CEO). Information provided will be treated as confidential and will be provided only to those who have the need for the information, or when it is required in the course of investigating or resolving the concern. Board members who fail to comply with the code of conduct will be considered for dismissal from the board.

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Signature

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Date