

PATHWAYS CMH

POLICY TITLE: Code of Conduct Distribution and Training	CATEGORY: Compliance	
EFFECTIVE DATE: 05/04/17	BOARD APPROVAL DATE: 05/03/17	
REVIEWED DATE: 11/06/18	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: Compliance Manager	CEO APPROVAL: Mary Swift, CEO	

APPLIES TO:

Pathways Personnel
Contract Providers

POLICY:

It is the policy of Pathways that all personnel receive a copy of Pathways' Code of Conduct setting forth general ethical standards applicable to all personnel and Pathways operations. It is the responsibility of each supervisor to ensure that the personnel within their supervision are aware of and are acting ethically and in compliance with applicable laws and the Code of Conduct. Accordingly, all personnel are required to familiarize themselves with the Code of Conduct and Compliance Program and to return a signed acknowledgement statement within thirty (30) days of employment.

PURPOSE:

The purpose is to articulate Pathways' expectations and procedures related to the Code of Conduct. Specifically, how it is distributed and training required ensuring Personnel understand the Code of Conduct.

DEFINITIONS:

1. *Personnel:* Refers to Pathways board members, employees, volunteers, students, and interns.

REFERENCES:

- Balanced Budget Act, 438.608
- MDHHS/CMHSP Contract Part I, Section 15.0; Part II, Section 5

HISTORY:

REVISION DATE:

REVIEW DATE: 04/07/17; 03/12/18; 11/6/18

CEO APPROVAL DATE: 04/12/17

BOARD APPROVAL DATE: 05/03/17

PROCEDURES:

Pathways Chief Executive Officer (CEO), or designee, will:

- A. Review and provide a copy of the Code of Conduct to all new personnel within 30 days of his/her employment/contract/involvement with Pathways.
- B. Ensure a signed Code and Training acknowledgement form from all personnel pursuant to this policy is filed in the person's personnel file by Human Resource staff.
- C. Provide updated training annually for all Pathways personnel.