DEPAUL CODE OF ETHICS

DePaul's reputation is dependent upon the good judgment, ethical standards and personal integrity of every individual in our agency. To further DePaul's commitment for excellence and integrity, all employees of DePaul, full-time and part-time, are expected to adhere to this Code of Ethics in their daily interactions with persons we serve , staff, other professionals, vendors and the public. These principles have been derived from federal, state, and local laws and regulations, DePaul policies and procedures, and generally accepted principles of ethical conduct. This code of ethics provides an overview of DePaul's commitment to the highest standards of ethical conduct and conduct contrary to these expectations will be considered a violation of the compliance program and related policy and procedures.

1. **Corporate Compliance**

   Staff members are expected to be familiar with laws, regulations and DePaul policies and foster compliance by following State and Federal laws and regulations and DePaul policies related to their duties and responsibilities. This includes full compliance with the requirements of all medical assistance/insurance programs.

   Staff members must maintain professional competencies related to the performance of their job and strive to continually improve those competencies and quality of services to the best of their ability.

   Staff members are required to report any practice or condition that may violate any laws, rules or regulations, safety standards, DePaul policies or the Code of Ethics to their supervisor, Vice President of Human Resources or the Corporate Compliance Officer in a timely manner.

   DePaul maintains a "hotline" which staff can call to report compliance concerns anonymously. Refer to the section entitled Ethics Hotline on the intranet or the section of the Employee Handbook titled How You Voice Concerns for more details.

2. **Respect**

DePaul's policy is to treat all individuals we serve with unconditional respect. Every interaction you have is an opportunity to demonstrate compassionate care and to create a healthy environment for services, care, and/or education.

Respect is defined as showing regard or consideration for someone. Remember that everyone has the right to be treated with dignity. Often this means focusing on individual needs and preferences, showing empathy, and recognizing diversity. Examples of respect include, but are not limited to:

- Acknowledging an individual when seeing them
- Addressing an individual by their preferred name or title
- Asking permission before touching or moving an individual's personal belongings

DePaul does not tolerate behavior that is disrespectful. Examples of disrespectful behavior include, but are not limited to:

- Using inappropriate language when talking with an individual
- Ignoring an individual when they approach you for assistance
- Being impatient when providing care or services to an individual
- Making assumptions about an individual's preferences without asking them first

3. Role Definition

Interactions with the people we serve must be professional at all times. Personal, intimate and/or sexual relationships with persons that we serve, or have served in the past, are not allowed. Physical contact and gestures of affection should be avoided at all times. Physical contact should be limited to a handshake. There should be no relationships with the people we serve, or their families, outside of the work day, or separate from the treatment team. Keep your personal life separate; be friendly, not friends. For more information refer to the sections of the Employee Handbook titled Telephone, Computer, and Internet Use and Use of Social Media

4. Conflict Of Interest

Employees must refrain from participating in any activity or business venture which could conflict with the interests of DePaul; specifically, employees may not accept personal payment or other benefits from any supplier or person served by DePaul, nor should they take any action as a representative of DePaul for personal gain. Employees may not accept a second job with a person we serve, competitor or supplier of DePaul where there is an actual or perceived conflict. For more information refer to the Conflict of Interest Policy and Procedure available on the intranet or by request from your supervisor.

5. Confidentiality

We are committed to maintaining the highest degree of confidentiality in all of our interactions with the people we serve or have served in the past. In general the law prohibits the release of any protected health information without the written authorization from persons that we serve or have served in the past. In addition, there must be a work-related purpose for sharing information internally with other DePaul staff. Staff should not photograph, videotape, record or otherwise capture an image for anyone that we serve without his/her prior, written authorization. For more information refer to DePaul's HIPAA Policies and Procedures and the section of the Employee Handbook titled Use of Social Media.

6. Proprietary Information

In working at DePaul, employees will learn things about our business which are proprietary or confidential. Every employee of DePaul has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Employees may not use or disclose any proprietary information to anyone who does not work for us or have a need to know the information.

Upon termination of employment, employees must return all agency property and all copies of documents, notes, computer disks, flash drives, and other items belonging to DePaul.

7. Receiving and Giving Gifts

Substantial gifts, favors or excessive business entertainment from visitors, persons we serve, their family members, or suppliers are strictly prohibited. A gift, favor or entertainment is considered substantial or excessive if it might influence an employee's business relationship with the donor. Any gift worth more than $75.00 must be reported to your supervisor. Employees may not lend or borrow money from people we serve and may not purchase or sell products or services to people we serve.