



## DEPAUL STANDARDS OF CONDUCT FOR AFFECTED INDIVIDUALS\*

\*Defined by the OIG as Executives and Governing Body members, any person or affiliate who is involved in any way with DePaul, such that the person or affiliate contributes to DePaul's entitlement to payment under the Medical Assistance Program and who is not an employee (e.g. independent contractors, interns, students, volunteers, and vendors).

### **(non-employees)**

In order for DePaul to operate efficiently and safely, it is necessary for all affected individuals (appointees, executives and Governing Body members, independent contractors, interns, students, volunteers, and vendors) to observe the policies and procedures governing our work environment. If your conduct contradicts DePaul's best interests and interferes with the orderly and efficient operations of DePaul sanctions will be taken, up to and including to loss of business contracts or position and/or having formal complaints or charges filed against you. Correspondingly, you have the right to know what is expected of you and what the consequences will be if those expectations are not fulfilled.

### **Serious Misconduct**

A number of acts of misconduct are universally recognized as being serious violations of accepted behavior and the commission of these acts may subject you to sanctions. These acts include, but are not limited to the following:

1. Violation of any consumer rights outlined by the New York State Office of Mental Health, the New York State Department of Health, the North Carolina Department of Health and the South Carolina Department of Health and Environmental Control.
2. Violation of the Code of Ethics.
3. Violation of the compliance program and related policies and procedures.
4. Theft, misappropriation, damage, or destruction of property belonging to DePaul, an employee, individual that we serve, or contractors working for DePaul.
5. Violent acts or threats of violence.
6. Refusing to follow adhere to guidelines specified by DePaul in contractual agreements.
7. Dangerous behavior that puts others at risk of injury or the use of abusive, offensive or obscene language in the DePaul workplace.
8. Intentional misrepresentation of facts or falsification of records including, but not limited to, financial records.
9. Possessing or using alcohol or drugs while on DePaul premises or performing of work duties while under the apparent influence of alcohol or drugs.
10. Improperly disclosing confidential information or other breaches of confidentiality as outlined in DePaul's HIPAA policies and procedures.
11. Possession of a weapon while on DePaul property.
12. Unauthorized or improper use of property, vehicles, or equipment belonging to

- DePaul or employees including the unauthorized use of a phone and/or computer that is the property of DePaul or a person who we serve.
13. Harassment, including sexual harassment, toward individuals we serve or DePaul staff which includes sexual advances, requests for sexual favors or other verbal or physical conduct of an improper nature.
  14. Use of poor judgment while performing duties resulting in a situation that places individuals we serve or DePaul staff at risk.