**SCOPE**

All BAMSI employees, volunteers, student interns and contractors are obligated to conform to BAMSI’s Code of Ethics and Professional Conduct.

**DEFINITIONS**

The term *employee*, for the limited purpose of BAMSI’s Code of Ethics and Professional Conduct, describes all persons within the scope of BAMSI’s Code of Ethics and Professional Conduct, including employees, student interns, volunteers and contractors.

**OBLIGATIONS**

1. I will remember that the person served / supported comes first.
2. I will encourage and support individuals to develop goals and achieve their dreams and aspirations.
3. I will treat everyone with courtesy, dignity and respect, regardless of their beliefs, values or personal attributes.
4. I will work cooperatively with others and conduct myself in a professional and positive manner as a representative of BAMSI, whether at my work site, another work location, or in the community.
5. I will strive to fulfill BAMSI’s Mission and conduct myself in a manner consistent with BAMSI’s Core Values: honesty, compassion, inclusion, collaboration, learning, accountability, and leadership.
6. I will perform my duties and conduct BAMSI business in an ethical and legal manner, complying with all BAMSI policies, protocols, procedures and rules, as well as with all applicable laws and regulations.
7. I will not personally gain from my relationship with persons served.
8. I will be respectful of individual differences.
9. I will maintain confidentiality.
10. I will work collaboratively to resolve conflicts or disagreements.
11. I will be thoughtful in my approach, communicate with clarity, and be courteous to others. I understand that this includes demonstrating patience, empowering individuals to make decisions, and supporting and honoring the uniqueness of individuals’ communication preferences.
12. I will arrive on time, adhere to my scheduled hours, inform my supervisor of my whereabouts, and give as much notice as possible when taking time off.
13. I will dress appropriately for my job and in a manner consistent with BAMSI’s Dress Code Policy.
14. I will be truthful and forthcoming in all communications, reporting, and recordkeeping.
1. Employees may address questions about ethical matters or professional conduct to their supervisor, to the head of their Division or Department, to the Vice President of Quality and Improvement, to the Vice President of Human Resources or to BAMSI’s Ethics Committee and the Chief Operations Officer through the procedure described in BAMSI’s Conflict of Interest Policy.

2. All BAMSI employees are Mandated Reporters under Massachusetts law, and are required to report all suspected violations of BAMSI’s Code of Ethics and Professional Conduct, including but not limited to waste, fraud, abuse, neglect, mistreatment, misappropriation, and theft (per BAMSI policy). Employees must also report instances of suspected abuse, neglect or mistreatment to the Department of Children and Families (DCF), Executive Office of Elder Affairs (EOEA) or the Disabled Persons Protection Commission (DPPC), as appropriate.

3. Employees will not be subject to retaliation for reporting possible violations of BAMSI’s Code of Ethics and Professional Conduct or for cooperating with an investigation into an alleged violation. Their reports and cooperation will be kept confidential to the extent practicable.

4. Any person—employee, person served, or the public—may report a suspected ethical or serious policy violation anonymously, using the Notice of Ethics Concern link available on the BAMSI.org home page.

5. All reports of possible violations of BAMSI’s Code of Ethics and Professional Conduct will be investigated by the Quality and Improvement Department, which may enlist the assistance of other BAMSI departments as appropriate.

In order to ensure that BAMSI employees and persons served by BAMSI are aware of BAMSI’s Code of Ethics and Professional Conduct, it will be communicated and promoted as follows:

- Clearly posted in common areas of service and administrative locations, and placed in the communication log at residential programs
- Included in person served intake materials and discussed with persons served upon admission
- Presented and discussed in employee orientation
- Included with other policies on BAMSI’s employee website