



SECTION X: Code of Conduct and Employee Acknowledgement

HOSPITALITY HOUSE CODE OF CONDUCT

A. Confidentiality.

Confidentiality is extremely important to the mission and work of HOSPITALITY HOUSE. Staff, Volunteers, and Board Members understand that all information acquired from or about a participant of HOSPITALITY HOUSE, or about agency affairs, as a result of their association with HOSPITALITY HOUSE, is confidential. All employees, volunteers and Board Members must agree that they will not divulge any information regarding a program participant to any individual, organization, or agency for any reason without a written "release of information" signed by the participant and then only as stipulated in a valid "release of information" limited to the time period stated. Excluded from this stipulation shall be necessary communication of participant information to designated staff, consultants, and/or other relevant persons to whom communication is necessary to serve the participant; disclosure in response to a valid court order; disclosure to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation; or suspected child abuse or neglect reported under state or federal or local law to appropriate authorities. This policy is presented to all employees at the time of hire and to volunteers and Board Members at initial orientation. A signed copy of this policy is maintained in each employee's or volunteer's file or with the official minutes of the Board of Directors. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment or volunteer service. Violations of the HOSPITALITY HOUSE confidentiality policy may also have legal consequences.

B. Conflict of Interest.

HOSPITALITY HOUSE staff and Board Members are obligated to always act in the best interest of the Organization. This obligation requires that any employee or Board Member, in the performance of agency related duties, seek only the furtherance of the Organization's mission. At all times, employees and Board Members are prohibited from using their job title, the Organization's name or property for financial gain, personal benefit or business. This policy is presented to employees at the time of hire and to Board Members at initial orientation. A signed copy of this policy is maintained in each employee's file or with the official minutes of the Board of Directors. Violations of the Conflict of Interest policy may lead to disciplinary action, up to and including immediate termination of employment or volunteer service. Such violations may also have legal consequences.

C. Code of Ethics.

HOSPITALITY HOUSE requires all staff to familiarize themselves with and abide by the Code of Ethics provided by and applied to their respective professions. Behavior that constitutes a violation of the ethical code associated with respective professions or moral turpitude may result in disciplinary action, up to and including termination of employment with HOSPITALITY HOUSE