

Progress Industries Standard Policies and Procedures

Subject:	Code of Ethics
Approved by:	President & CEO
Effective date:	February, 1999
Review date:	1-19
Combined date:	4-19 (Replaces Code of Ethics/Conduct Policy and Code of Ethics/Conduct-Addressing Violations Procedure)
Modified date:	4-19

POLICY

Personal and Professional Integrity

Progress Industries believes that maintaining the highest level of business ethics is the responsibility of everyone throughout our organization. Progress Industries is a reflection of our individual and collective conduct and values.

Every employee, including company officers and board/trustee members are expected to adhere to the highest standards of personal and professional integrity, to observe and comply with all laws and government regulations, and to avoid any illegal, unethical, or other situation that might reflect unfavorably on the employee or upon Progress Industries.

Incidents of dependent adult/child abuse, theft, corporate credit card misuse, forgery and other fraudulent and/or dishonest activity will not be tolerated.

It is Progress Industries' policy not to discriminate against qualified individuals with a disability with regard to any aspect of employment or services. Progress Industries is committed to complying with the American with Disabilities Act. For more information regarding the ADA please visit <https://www.ada.gov/>

MISSION STATEMENT

Supporting people to achieve a fulfilling life in their community.

VISION STATEMENT

We envision people able to live by their choices with dignity and respect.

CORE VALUES STATEMENT:

INTEGRITY– honest, ethical, trustworthy, responsible.

TEAMWORK– meeting our goals together.

PASSION FOR PEOPLE– valuing, respecting, listening to input from all.

EXCELLENCE– be the best we can be.

Purposes of Service

- To teach essential skills required for community living
- To assist persons served in obtaining and maintaining community employment
- To increase the quality of life and community inclusion of those we serve

Treatment of Persons Served

Progress Industries will:

- Promote the value of individual achievement and contribution
- Encourage and promote an environment that welcomes meaningful input and involvement from staff, persons served, family members, service professionals and community citizens, regardless of age, race, color, national origin, religion, gender or disability
- Provide accessible services to persons with disabilities
- Encourage and assist persons served to exercise their rights as citizens and consumers
- Explain the rights and responsibilities to each person served, annually, or as needed
- Recognize and accept the responsibility to promote the rights of individuals
- Maintain confidentiality of information regarding persons served

Employees

- Maintain professional relationships with individuals served
- Support the rights of individuals served
- Provide leadership and assistance in achieving P.I.'s mission
- Complete duties in good faith with diligence, skill and care

Human Resources

- To conform with the legal requirements and regulations of all governmental authorities and legally authorized agencies under whose authority it operates
- Strive for highest standards of excellence in training, support, services and advocacy
- Insist on honesty, fairness, responsible stewardship, and ethical behavior in all business, financial, marketing and service practices

Financial and Legal Practices

- To promote fiscal stability
- To conform with the legal requirements and regulations of all governmental authorities and legally authorized agencies under whose authority it operates

Agency Marketing Activities

Progress Industries will:

- Actively promote the growth, independence and integration of individuals served
- Utilize publicity that accurately reflects its mission and outcomes
- Strive to understand and respond to the needs of its various constituencies
- Market all products and services in a manner which does not diminish or disrespect the persons receiving our services.

Other

Gifts- P.I. believes that the only proven basis for the maintenance of good business relationships is mutual cooperation and respect based on quality, service and price. In line with these beliefs, it is essential that all management personnel and other employees of P.I. conduct their business in keeping with the highest standards of business ethics at all times.

The receipt of business gifts, by any member of management or any other employee of P.I., is inconsistent with these principles. Such action by an employee is highly improper, in that it raises question with respect to the integrity of both the donor and recipient of the gift, and it may represent a definite conflict of interest for persons involved.

Therefore, it is the policy of P.I. that no employee is to accept personal favors, gifts, (other than normal advertising novelties of nominal cost), or unusual or elaborate entertainment from any individual or firm with which P.I. has any past, present, or possible future business relationship.

Employees of P.I. are prohibited from accepting gifts of money, goods, services or gratuities from any person who receives benefits or services from the agency, who may contract for activities or functions of the agency, or who are otherwise in a position to benefit from such gifts to our employees.

Products/Services - Products or services shall not be purchased by P.I. from employees or members of employee's immediate family without approval of the CEO.

Volunteering - Employees cannot volunteer to do work for P.I. where the work is the same or similar to the work they are normally paid to perform.

Legal Documents – Progress Industries does not allow employees to witness documents pertaining to the people we serve such as Power of Attorney, Guardianship or Advance Directives.

PROCEDURE

Alleged Violation of Code of Ethics

- Progress Industries has established a Code of Ethics to ensure that individuals served are treated with dignity and respect; that Progress Industries' services teach essential skills; individuals served are assisted in obtaining and maintaining community employment; persons served have an increase in their quality of life and community inclusion.
- Progress Industries' staff (employees) will maintain professional relationships with individuals served and provide leadership and assistance in achieving Progress Industries' mission.
- Progress Industries' Board of Trustees will actively promote Progress Industries' mission and assist in development and fundraising.
- Progress Industries' financial and legal practices will promote fiscal stability and conform to the legal requirements and regulations of all governmental authorities.
- Progress Industries' marketing activities will actively promote the growth, independence and integration of individuals served.
- If alleged violation item requires Mandatory Reporting, that process will be utilized.

Process for Individuals Served

If an individual served feels that there has been a violation of the Code of Ethics, the individual served should contact his/her Program Manager within the week of the alleged violation.

If the individual served is not satisfied with the solution, the Program Manager can assist the individual served in working with the staff and supervisor to find a solution. If the individual served still disagrees, the Program Manager can assist the individual served in a written grievance.

The written grievance will be submitted to the Departmental Director and reviewed by a Grievance Review Committee. The Grievance Review Committee will respond in writing within two weeks. A representative of this committee will meet with the person served and a person(s) of their choice to explain the response.

If the individual served is still not satisfied, the individual served may ask the Departmental Director to review the response. The Departmental Director will review the written grievance and respond in writing within two weeks. He/she will meet with the individual served and a person(s) of individual's choice to explain the response.

If the individual served still feels that his/her rights have been violated, the individual served has two weeks to request a hearing by the President of Progress Industries. The President will review the case and make a final decision, in writing, within two weeks. This decision will be final.

Process for Employees

If an employee of Progress Industries feels that there has been a violation of the Code of Ethics, the employee should contact his/her supervisor within the week of the violation.

If the employee is not satisfied with the solution, they should contact the Department Director, who will respond in writing.

In the event that the solution cannot be resolved, the employee should contact the Departmental Director and then the President or CEO of Progress Industries.

It is the policy of the company that no employee, board member or person served shall be punished solely on the basis that he or she reported what was reasonably believed to be an act of wrongdoing or a violation of the company code of ethics. However, an employee will be subject to disciplinary action if the company reasonably concludes that the report of wrongdoing was knowingly fabricated by the employee or was knowingly distorted, exaggerated or minimized to either injure someone else or to protect the reporting party or others. An employee whose report of misconduct contains admissions of personal wrongdoing will not, however, be guaranteed protection from disciplinary action. The weight to be given the self-confession will depend on all the facts known to the company at the time it makes its disciplinary decisions. In determining what, if any disciplinary action may be taken against an employee, the company will take into account an employee's own admission of wrongdoing, provided, that the reporting employee's conduct was not previously known to the company or its discovery was not imminent, and that the admission was complete and truthful.