

PASSPORT Employee Code of Ethics
Requirements for Every Agency and Non Agency Provider
173-39-02 (B)(1)(e) & (C)(1)(e)
Updated 7/1/16

The provider shall adopt and implement ethical standards to require its staff members to provide goods and services in an ethical, professional, respectful, and legal manner and not engage in any unethical, unprofessional, disrespectful, or illegal behavior including the following behaviors:

- Consuming the individual's food or drink, or using the individual's personal property without his or her consent.
- Bringing a child, friend, relative, or anyone else, or a pet to the individual's place of residence.
- Taking the individual to the provider's place of business, unless the place of business is the care setting.
- Consuming alcohol while providing goods or services to the individual.
- Consuming medicine, drugs or other chemical substances in a way that is illegal, unprescribed, or impairs the provider from providing goods or services to the individual.
- Discussing religion or politics with the individual and others in the care setting.
- Discussing personal issues with the individual or any other person in the care setting.
- Accepting, obtaining or attempting to obtain money or anything of value, including gifts or tips from the individual and his or her household members or family members.
- Engaging the individual in sexual conduct or in conduct a reasonable person would interpret as sexual in nature, even if the conduct is consensual.
- Leaving the individual's home for a purpose not related to providing a service without notifying the agency supervisor, the individual's emergency contact person, any identified caregiver, or the individual's case manager. "Emergency contact person" means a person the individual or caregiver wants the provider to contact in the event of an emergency to inform the person about the nature of the emergency.

- Engaging in any activity that may distract the provider from providing goods or services, including the following activities:
 - Watching television or playing computer or video games, including on the provider's phone or the individual's phone.
 - Non-care related socialization with a person other than the individual (e.g., a visit from a person who is not providing care to the individual; making or receiving a personal telephone call; or, sending or receiving a personal text message, email or video.)
 - Providing care to a person other than the individual.
 - Smoking without the individual's consent
 - Sleeping

- Engaging in behavior that causes or may cause physical, verbal, mental or emotional distress or abuse to the individual, including publishing any manner of photos of the individual on social media websites without the individual's written consent.

- Engaging in behavior a reasonable person would interpret as inappropriate involvement in the individual's personal relationships.

- Making decisions, or being designated to make decisions, for the individual in any capacity involving a declaration for mental health treatment, power of attorney, durable power of attorney, guardianship or authorized representative.

- Selling to or purchasing from the individual products or personal items, unless the provider is the individual's family member who does so only when not providing goods and services.

- Engaging in behavior constituting a conflict of interest, or taking advantage of or manipulating services resulting in an unintended advantage for personal gain that has detrimental results to the individual, the individual's family or caregivers, or another provider.

Worker Signature

Date