Code of Conduct

1. Purpose

Great Bay Services operates with the highest standards of integrity and professional conduct. This Code of Conduct outlines the general conduct with which our employees and Board members are expected to conduct themselves. It is not intended to be an exhaustive checklist, but rather a framework that illustrates parameters of appropriate behavior.

As an organization serving adults with intellectual disabilities, developmental disabilities and autism, we are committed to fostering an environment centered around dignity, inclusion, safety, and respect in all interactions.

2. Scope

This policy applies to:

- All employees (full-time, part-time, temporary)
- Board members
- Where applicable and at the discretion of the Executive Director
    - Volunteers
    - Contractors or consultants where work is being performed on behalf of the organization

3. Definitions:

"Responsible Persons" include all those identified in Section 2 as being within the scope of this policy. Assets of GBS include proprietary information, financial resources, land, building and other physical assets.

4. Maintaining Ethical Conduct

With respect to ethical conduct, Responsible Persons:

- Conduct themselves in an ethical, honest, respectful and professional fashion
- Treat all members, staff, volunteers with dignity, recognizing their autonomy and individuality.
- Demonstrate courtesy, respect, honesty and fairness with respect to Great Bay initiatives and activities
- Comply with laws, regulations, grant requirements, contracts, and policies applicable to the Organization

- Promptly report or work to resolve violations, or potential violations, of the Code of Conduct
- Avoid any form of harassment, bullying, or intimidation
- Protect the rights, privacy, and confidentiality of all individuals served
- Immediately report any suspected abuse, neglect, or exploitation in accordance with applicable laws and organizational policy

5. **Protecting the Organization's Reputation**

   With respect to protecting Great Bay's reputation, Responsible Persons:

- Will behave in a manner consistent with the mission of the Organization
- Strive to provide a high quality of services to the clients Great Bay serves
- Will avoid, while conducting Organization business, any activity that is or gives the appearance of being unhealthy, unsafe, illegal, immoral or in other ways potentially harmful to Great Bay or its mission
- Will avoid activities which conflict with or impair the performance of one's duties
- Refrain from providing false or misleading information about the Organization and its affairs to any party
- Represent the organization professionally in public and online spaces. Please refer to GBS Social Media Policy for further information

6. **Protecting the Organization's Assets**

   With respect to protecting the Organization's Assets, Responsible Persons:

- Will protect and use assets of the Organization in fair and responsible ways and only for Great Bay business related purposes
- Will maintain strict confidentiality of all records in their care and possession including information about donors, clients (including any related health care information), vendors, employees, and other Responsible Persons
- Will maintain accurate and complete records including, where applicable, financial records. All records should be a complete and honest representation of the transactions entered into by Great Bay in accordance with applicable laws, regulations and internal policies.
- Financial reporting of Great Bay should be in conformity with applicable accounting standards and should be supported by appropriate documentation
- Will not disclose confidential information without proper authorization

7. Reporting Violations

All individuals are required to report suspected violations of this Code of Conduct. Please refer to GBS Whistleblower Policy to follow guidelines on reporting process.

Reports may be made to:

- Supervisor or Executive Director
- Human Resources (if applicable)
- Board Chair (for leadership-related concerns)

Reports will be:

- Taken seriously
- Investigated promptly
- Handled confidentially to the extent possible

Retaliation against individuals who report concerns in good faith is strictly prohibited.

Violations of this Code of Conduct may result in warnings, suspension or separation from Great Bay.

Acknowledgment

All employees and board members are required to:

- Review and sign this Code of Conduct annually
- Acknowledge understanding
- Agree to comply with its provisions

**Where applicable and at the discretion of the Executive Director

  - Volunteers
  - Contractors or consultants where work is being performed on behalf of the organization