Direct Care Worker Code of Conduct

Statement and Purpose:
The purpose of the code is to protect vulnerable clients from abuse, neglect, maltreatment, and exploitation. The code of conduct clarifies what Unicorn Haven expects from its employees and personnel.

Abuse, Sexual Abuse and Sexual Exploitation, Neglect, Exploitation and Maltreatment Prohibited:

1. No employee or staff member shall abuse, sexually abuse or sexually exploit, neglect, exploit or maltreat (as defined below) any client
a. No person shall cause physical injury to any client. All injuries to clients (explained or unexplained) shall be documented in writings and immediately reported to supervisory personnel.
b. No person by acting, failing to act, encouragement to engage in, or failure to deter from, will cause any client to be subject to abuse, sexual abuse or sexual exploitation, neglect, exploitation or maltreatment.
c. No person shall make unjust or improper use of a client or their resources for profit or advantage

2. Failure to comply with this Code of Conduct may result in corrective action probation, suspension, and/or termination of contract, licensure tor certification. Definitions of Abuse, Sexual Abuse, and Sexual Exploitation, Neglect,Exploitation and Maltreatment

1. Abuse of client may include, but is not limited to:
a. Harm or threatened harm, meaning damage or threatened damage to the physical or emotional health and welfare of a client
b. Unlawful confinement
c. Deprivation of life-sustaining treatment
d. Physical injury including, but not limited to, any contusion of the skin, laceration, failure to thrive, malnutrition, burn, fracture to any bone, subdural hematoma, injury to nay internal organ, any injury causing bleeding, or any physical condition which imperils a client's health or welfare.
e. Any type of unlawful physical hitting or corporal punishment inflicted in any manner upon the body.

2. Sexual abuse and sexual exploitation will include, but is not limited to:
a. Engaging in sexual intercourse with any client
b. Touching the anus or any part of the genitals or otherwise taking indecent liberties with a client, or cause an individual to take indecent liberties with a client, with the intent to arouse or gratify the sexual desire of any person.

c. Employing, using, persuading, including, enticing, or coercing a client to pose in the nude for the purpose of sexual arousal of any person or for profit
d. Employing, using, persuading, including, enticing or coercing a client to engage in any sexual or simulated sexual conduct for the purpose of photographing, filming, recording, or displaying, in any way the sexual or simulated sexual conduct. This includes displaying, distributing, possessing with the intent of distribution, or selling material depicting nudity, or engaging in sexual or stimulated sexual conduct with a client.
e. Committing or attempting to commit acts of sodomy or molestation with a client
f. This definition is not to include therapeutic processes used in treatment of sexual deviancy or dysfunction, which has been outline in the client's treatment plan and is in accordance with agent policy.

3. Neglect may include but is not limited to:
a. Denial of sufficient nutrition.
b. Denial of sufficient sleep.
c. Denial of sufficient clothing, or bedding.
d. Failure to provide adequate supervision; including impairment of some employee or personnel may include but is not limited to the use of alcohol and/or drugs, illness, or sleeping.
e. Failure to arrange for medical care and/or medical treatment as prescribed or instructed by a physician when not in contraindicated by agency after consultation with agency physician.
f. Denial of sufficient shelter, except in accordance with written agency policy.

4. Exploitation will include, but not limited to:
a. Utilizing the labor of a client without giving just or equivalent return except as part of a written agency policy, which is in accordance with reasonable therapeutic interventions and goals.
b. Using property belonging to clients.
c. Acceptance of gifts as a condition of receipt of program services.
5. Maltreatment will include, but is not limited to:
a. Physical exercises, such as running laps or performing push-ups, except in accordance with an individual's service plan and written agency policy
b. Chemical. Mechanical and physical restraints except when in accordance with an individual's service plan and administered by appropriate personnel or when there us a clear and present danger to the client or other person.
c. Assignment or unduly harsh or strenuous work.
d. Requiring or forcing the individual to take an uncomfortable position, such as squatting or bending, or requiring or forcing the individual to repeat physical movements when used solely as means of punishment.

e. Group punishment for misbehavior of an individual.
f. Verbal abuse by agency personnel: engaging in language whose intent is demeaning to the client.
g. Denial of an essential program service solely for disciplinary purposes except when in accordance to written agency policy.
h. Denial of visiting or communication privileges with family or significant others solely for disciplinary purposes except when in accordance with written agency policy.
i. Requiring the individual to remain silent for long periods of time solely for the purpose of punishment.
j. Extensive withholding of emotional response or simulation.
k. Exclusion of a client from the entry to the residence except when in accordance with written agency policy.

Reporting Requirements
1. Any contracted, licensed or certified agency, individual, or employee is responsible to document and report abuse, sexual abuse or sexual exploitation, neglect, exploitation or maltreatment as outlined in this Code and cooperate fully in any resulting investigation.
a. Any person will immediately report abuse, sexual abuse, or sexual exploitation, neglect, exploitation or maltreatment by contacting the Director or designee.
b. Any person will immediately report abuse and/or neglect using an incident reporting form. Director or designee will inform the DDD Support Coordinator about the incident within 24 hours.
c. All reports and documentations made regarding situations of abuse, sexual abuse or sexual exploitation, neglect, exploitation, or maltreatment will be made available upon request, or with a court order when required by federal regulations, to appropriate DDD personnel and law enforcement.
d. All injuries to clients (explained or unexplained) shall be documented in writing and immediately reported to supervisory personnel.

Employee Code of Conduct
Acknowledgement and Signature Sheet

I have been provided with a personal copy of the Unicorn Haven Code of Conduct and have thoroughly read its contents. I understand the expectations outlined in the Code and will strive in good faith to comply with the provisions therein. Any questions or clarifications with regards to the Code of Conduct have been presented and satisfactorily responded to.

_____
Employee Name

_____ _____
Employee Signature Date