



## 9.7 Employee Code Of Conduct

We are proud of the high quality therapy we provide to the children we serve. All employees are expected to comply with OAI's standards of behavior and performance. Conduct that interferes with OAI's operations, is offensive to fellow employees, and clients will not be tolerated. All employees are expected to conduct themselves as professionals and behave in a manner that is conducive to the efficient operation of OAI. We expect employees to use common sense and good judgment and to adhere to the following:

1. All employees are expected to arrive at their shifts on time and ready to work.
2. Employees must leave the therapy room and any other areas they work in clean and neat. Data should be taken daily as the programs are run. DATA SHOULD NEVER WAIT UNTIL THE END OF A DRILL OR WORSE, THE END OF A SESSION. There should NEVER be "down time" while a large amount of data is recorded at once. This is detrimental to the child and remembered data is more likely to contain inaccuracies.
3. Shift time is precious and valuable. It is inappropriate to spend the child's therapy time in any way except running the child's program. Running the program DOES NOT include socializing with the family.
4. The parent or other responsible adult must be in the home at the same time that you are with the child. The Behavioral Technician is not allowed to constitute the other responsible adult.
5. It is unethical to accept money or gifts from parents. *BCBAS and RBTS are specifically forbidden by the BACB to give or receive gifts of ANY KIND to clients and/or client families.*
6. **AT NO TIME IS A CLIENT ALLOWED TO RIDE IN ANY VEHICLE DRIVEN BY AN EMPLOYEE.**
7. If you have a question regarding a child's program it is your responsibility to call the supervisor before you implement the procedure you do not understand. Write a question in the question section of the book. Do not wait until one of the supervisors asks you about the program to bring up a problem. The weekly clinic meetings are designed to clear up any issues about the program. It is your responsibility to make sure you understand what to do and let us know if you don't. We would far rather answer a lot of questions than fix a problem that could have been prevented.
8. Please remember that dangling or hoop earrings, open-toed shoes, loose necklaces, long strings on your clothing, and other types of clothing that may be possible to pull on are not a good idea. It has been our experience that people who wear these types of items to work learn quickly that it can be quite painful. These types of items can also be very distracting to the child.

You are a mandated reporter. This means that you MUST report any suspected child abuse to the proper authorities, such as DCF. You must also inform your supervisor within 24 hours of any incident that leads you to suspect abuse.

The following behaviors are the minimum expected (and they are reinforced) in our staff:

1. Reliability
2. Punctuality
3. Clean and well paced therapy
4. A very high degree of professionalism with the child, family, staff, and other professionals you may come in contact with as an OAI employee.
5. Tidiness
6. Maintaining the therapy room and data appropriately

Listed below are some examples of behavior considered to be unacceptable in our workplace. These examples are not a final list. Discipline up to and including termination may be imposed for any of the following behaviors, as well as for any other conduct that OAI deems to be inappropriate or disruptive to its operations:

1. Poor or ineffective therapy.
2. Excessive tardiness/absences, unauthorized absence from work, or leaving work without proper permission from your supervisor.
3. Deliberate failure to implement procedures as prescribed
4. Falsifying or erasing data
5. Crossing professional boundaries with families – examples include but are not limited to: asking to use their computers, cars, or phones (except for an emergency) etc.
6. Use of any phone while providing direct therapy to a child for anything except emergencies unless on a break. This specifically refers to personal cell phones ringing/vibrating/lighting up, etc., while the child is working, or worse, being answered by the Behavioral Technician while on the child's time. Taking your attention away from the child to deal with a phone call is also a safety hazard.
7. Announcing to a parent (unasked) that you are sick but you will come in anyway as a means to get the parent to cancel the shift, unless the parent has specifically requested this.

8. Airing disagreements with any other team members to parents or anyone else other than your supervisors.

9. Driving a child. This exposes you to severe liability penalties. If a parent requests that you drive a client please politely decline as you are not allowed and let your supervisor know.

10. Dress code violations undermine your own ability to earn the respect of the family as well as make it less likely that a family will choose to continue to use you as a Behavioral Technician. Dress violations in the community are especially problematic, and result in major problems politically for our company and our ability to serve the children. The dress code is a minimum standard to allow people to see you as a professional, and violations of the dress code are seen by many people as a lack of respect for them and their family or institution.

11. Violation of any of OAI's policies or procedures.

12. Falsification of OAI or employment records.

13. False statements on applications or resumes.

14. Logging in or out for other employees.

15. Discourteous or insubordinate conduct.

16. Substandard or unsatisfactory job performance.

17. Unauthorized removal of OAI property or other property.

18. Theft, fraud, or dishonesty.

19. Physical or verbal abuse, threatening or intimidation of co-employees, patients or others associated with OAI

20. Sexual harassment or other forms of harassment or discrimination based on other protected categories.

21. Acts of violence, including fighting, disorderly conduct, and bringing a weapon of any kind, licensed or otherwise, to OAI or a client's home or while on OAI business.

22. Use of profane or vulgar language.

23. Being under the influence of, bringing in, possessing, distributing, buying, selling or using alcoholic beverages, unauthorized or illegal drugs, or intoxicating substances during work time, on OAI premises, in clients' homes, or while conducting OAI business or attending OAI-related events;

24. Smoking during working time.

25. Conducting personal business during working time.
26. Unauthorized disclosure or use of privileged or confidential information.
27. Failure to comply with HIPAA.
28. Sleeping during working hours.
29. Felony or serious misdemeanor conviction.

Of course any deliberate behavior that results in a child being less safe or allows the possibility of harm will be met with immediate dismissal.

The above list is non-exhaustive and is only intended to be representative of the types of conduct for which discipline up to and including termination may be imposed. Additions or changes to this Code of Conduct may be made at any time without republishing this policy.