

Procedure Title:**EMPLOYMENT****PROCEDURE NUMBER: 1-0-4****Policy Title:**

Business Ethics and Conduct

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. The successful business operation and reputation of Keystone is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
2. The continued success of Keystone is dependent upon our people's trust and we are dedicated to preserving that trust. Employees owe a duty to Keystone, its residents, their families, and the general public to act in a way that will merit the continued trust and confidence of all interested parties.
3. Keystone will comply with all applicable laws and regulations and expects all levels of management and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.
4. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.
5. Compliance with this policy of business ethics and conduct is the responsibility of every Keystone employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

NOTES: