

CODE OF ETHICS

As an ALS-LM Employee, I am bound by the following standards of conduct:

Business Practices

- While promoting/representing ALS-LM to outside entities, participants, and families, all information given will be of an honest and factual nature. Honesty and integrity is essential when presenting the policies, procedures and practices of ALS-LM.
- I will immediately report to the Corporate Compliance Officer any suspicions of fraud, waste or abuse, or other wrongdoings. I understand such activities are strictly prohibited.

Marketing

- It is expected that staff will use honesty and integrity during marketing of the company to outside organizations, entities, contract agencies, participants, and all business conducted within and outside of the company. ALS-LM may not misrepresent facts and will not use materials that misrepresent the company.
- Employees will follow the organizational fundraising policies and refrain from solicitating donations without prior approval from immediate supervisor.

Contractual Relationships

- Only authorized persons assigned by the Board of Directors may enter in a contractual relationship on behalf of ALS-LM.

Service Delivery

- I do not engage in social contacts outside the work relationship with individuals and family members I serve unless pre-approved by ALS-LM or any type of conflict of interest
- I do not accept or take gifts, gratuities, loans, money or services from individuals I serve.
- I understand personal fund raising or soliciting of funds on my personal behalf is strictly prohibited.
- I will respect for and safeguard the personal property of the persons served, visitors, and personal property owned by ALS-LM.
- I will always maintain professional boundaries when providing services on behalf of ALS-LM., as well as refrain from sharing my personal problems with individuals I serve.
- I am committed to providing accurate and complete information regarding the extent and nature of services available to each individual I serve.
- I will not witness documents of a legal nature unless given permission by CEO.

Professional Responsibilities

- I will keep confidential all matters concerning the individuals I serve, disclosing information only to my co-workers and the I-team.
- My words or actions will not reflect prejudice discrimination concerning race, national origin, culture, religion, gender, age, marital status, political belief, mental or physical handicap, diagnosis or any other preferences or personal characteristics, conditions, or status.
- I am committed to providing services which continually reflect dignity and respect to the individuals I serve, believing that all individuals have the right to live and participate in their communities in a living environment that they choose.
- I will follow and adhere to all ALS-LM social media and media related policies.

Human Resources

- I am committed to seeking and providing culturally appropriate services to the best of my ability.
- I advocate for the people I serve, for their rights, for equal treatment and for resources to meet their needs; I respect that the individuals I serve should voice their needs and wants.
- I treat my co-workers with the same dignity, respect, and professionalism that I give to the people I serve, including their right to privacy.

ALS-LM will encourage employees to be a part of local advocacy groups, attend educational events within the community and other activities that promote advocacy and reduce social stigmas.