



**FAMILY & FRIENDS HOME
CARE LLP
OHIO DEPARTMENT OF AGING CERTIFIED PROVIDERS
EMPLOYEE CODE OF ETHICS**

Per Employee Handbook Policy: 1.1.2 Code of Ethics and Area Agency on Aging Ohio Administrative Code (OAC) 173-39-02 requires that ODA certified service provider shall adopt and implement ethical standards to require its staff members to provide goods and services in an ethical professional, respectful, legal manner and not engage in any unethical, Unprofessional, disrespectful, or illegal behavior, including the following behaviors:

1. Consuming the individual's food or drink or using the individual's personal property without his or her consent.
2. Bringing a child, friend relative, or anyone else, or a pet to the individual's place of residence
3. Taking the individual to the provider's place of business, unless the place of business is the care setting
4. Consuming alcohol while providing goods and services to the individual
5. Consuming medicine, drugs, or other chemical substances in a way that is illegal, prescribed, or impairs the provider from providing goods or services goods or services to the individual.
6. Discussing religion or politics with the individual or any other person in the care setting
7. Discussing personal issues with the individual or any other person in the care setting
8. Accepting, obtaining or attempting to obtain money, or anything of value, including gifts, tips from the individual or his or her household members or family members
9. Engaging the individual in sexual conduct or in conduct a reasonable person would interpret as sexual in nature, even if the conduct is consensual
10. Leaving the individual home for a purpose not related to providing a service without notify the agency supervisor, the individual's emergency contact person,

any identified caregiver or the individual's case manager. "Emergency contact person" means a person the individual's or caregiver wants the provider to contact in the event of an emergency to inform the person about the nature of the emergency.

11. Engaging in any activity that may distract the provider goods or services, including the following services:

- a. Watching television or playing computer or video games, including on the provider's phone or the individual's phone.
- b. Non-care related socialization with a person other than the individual (e.g. a visit from a person who is not providing care to the individual; making or receiving a personal telephone call, or receiving a personal text message, email or video).
- c. Providing care to a person other than the individual
- d. Sleeping

12. Engaging in behavior that causes, or may cause, physical, verbal, mental or emotional distress or abuse to the individual including publishing any manner of photos of the individual on social media websites without the individual written consent

13. Engaging in behavior that a reasonable person would interpret as inappropriate involvement in the individual's personal relationships

14. Making decisions, or being designated to make decisions, for the individual in any capacity involving a declaration for mental health treatment, power of attorney, durable power of attorney, guardianship; or authorized representative

15. Selling to or purchasing from, the individual products or personal items, unless the provider is the individual's family member who does so only when not providing goods or services

16. Engaging in behavior constituting a conflict of interest, or taking advantage of, or manipulating services resulting in an unintended advantage for personal gain that had detrimental results to the individual, the individual's family or caregivers, or another provider



I have reviewed and agree to adhere to the above employee code ethics

Employee _____ Date:

Trainer _____ Date:
