

HARBOR REGIONAL CENTER

Code of Ethics and Business Conduct

The purpose of this code is to assure that HRC Board members, employees, and volunteers act with honesty, integrity and openness in all their dealings with people with developmental disabilities, their families and our community partners. HRC promotes a working environment that values respect, fairness and integrity.

1. Mission

HRC has a clearly stated mission and purpose, approved by the board with the understanding that any impropriety, or even the image of impropriety, can damage HRC's reputation, effectiveness and ability to fulfill our mission. HRC is committed to building partnerships, expanding knowledge, creating options and opening doors for people with developmental disabilities and their families.

2. Governance

HRC has an active governing body, the board, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of HRC. The board

- Ensures that its board members or trustees have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of HRC , the people we serve and our community partners;
- Has a conflict of interest policy that ensures that any conflict of interest or appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the Executive Director, and ensures that the compensation of the Executive Director is reasonable and appropriate;
- Ensures that the Executive Director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that HRC conducts all transactions and dealings with integrity and honesty;

- Ensures that HRC promotes working relationships with board members, employees, volunteers and our community partners that are based on mutual respect, fairness and openness;
- Ensures that HRC is fair and inclusive in its hiring and promotion policies and practices for all board members, employees and volunteer positions;
- Ensures that HRC's policies are in writing, clearly articulated and officially adopted;
- Ensures that the resources of HRC are responsibly and prudently managed; and,
- Ensures that HRC has the capacity to carry out its programs effectively.

3. Legal Compliance

Each board member, employee, or volunteer shall act at all times with integrity and perform his or her duties in compliance with all applicable federal, state, and local laws, and HRC policies and procedures.

4. Responsible Stewardship

HRC shall manage its funds responsibly and prudently. Each employee has a continuing obligation to protect and conserve all HRC money, property, and other resources, expending them strictly in accordance with policies adopted by the board, and pursuant to procedures duly established by HRC.

Employees responsible for HRC's purchase or acquisition of goods and services, as well as those involved in making discretionary grants, are responsible for seeing that HRC receives the best value for its money by using the purchasing or solicitation method best suited for acquisition/project in question, whether that is competitive bid or sole-sourcing. All sole-sourcing decisions should be fully justified and documented.

5. Openness and Disclosure

HRC provides comprehensive and timely information to the public and is responsive in a timely manner to reasonable request for information. All information about HRC will fully and honestly reflect our policies and practices. Basic informational data, such as the audited financial statements, operations, programs and activities will be posted on HRC's website. All financial, organizational, and program information will be complete and accurate in all material respects.

6. Program Evaluation

HRC will conduct a periodic review of the program to determine its effectiveness and recommend modifications as appropriate. HRC is responsive to changes in its field of activity and is responsive to the needs of the people we serve and our community partners.

7. Inclusiveness and Diversity

HRC has a policy of promoting inclusiveness and its board members, employees, and volunteers reflect diversity in order to enrich its programmatic effectiveness. HRC takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment, the people we serve and our community partners.

8. Reporting Responsibility

It is the responsibility of all board members, employees and volunteers to comply with the code of ethical conduct and to report violations or suspected violations. The Office of Human Resources has specific responsibility for receiving and evaluating allegations regarding possible improprieties in the operations and activities that are partially or wholly funded by HRC. Therefore, employees should report all actual or suspected instances of fraud, waste, abuse, misconduct or other wrongdoing to the Director of Human Resources. The Director of Human Resources shall determine the appropriate disposition of the information. Complaints regarding the Director of Human Resources should be reported directly to the Executive Director.

Approved by the Harbor Regional Center Board of Trustees in October, 2010.