

**Code of Ethics**  
**For Horizons Specialized Services**  
Adopted by the Board of Directors  
February 9, 2011

Horizons Specialized Services (Horizons) is a private nonprofit corporation governed by a volunteer Board of Directors and operating for public purposes with public support. In order to promote a foundation of trust, Horizons, its staff members, volunteers and service providers will operate with the highest moral, ethical, clinical, and business standards. Horizons' Code of Ethics is based on our mission and purpose statements and guided by our fundamental values of quality, dignity and choice.

**Horizons will:**

**Operate in a manner that upholds Horizons' integrity**, promotes its mission, adheres to its bylaws, and merits the trust and support of the public.

**Treat all people with dignity and respect.**

**Safeguard public confidence** by being honest, fair, truthful, loyal, caring and respectful in our actions and as we provide quality services.

**Encourage communities to accept** individuals with developmental disabilities through personal interaction, participation in community affairs, and by acting as concerned and responsible neighbors.

**Present a progressive image** to the public by respecting and assisting individuals with developmental disabilities with the respect and dignity we give other people.

**Promote principles of self-determination** and value choices made by the individuals we serve and their families.

- Assist individuals with disabilities and their families in realizing their goals.
- Provide individuals and families with supports that enable them to obtain a heightened quality of life.
- Keep individuals' and families' best interests as our highest priority.

**Promote honest and forthright communication.**

**Avoid discrimination.** Horizons is an equal opportunity employer and committed to the principle of diversity.

**Preserve confidentiality** to ensure that all information, which is privileged, confidential or nonpublic, is disclosed only appropriately.

- Avoid discussing confidential matters outside of Horizons.
- Exchange of sensitive information regarding individuals and their families will be done in a respectful manner.

**Avoid conflicts of interest** by taking no actions that could bring personal benefit at the expense of Horizons and those it serves and avoiding even the appearance of a conflict of interest.

- Avoid any relationship, influence or activity that might impair Horizons' ability to make fair and credible decisions.
- Avoid activities that conflict with fiduciary, ethical and legal obligations of Horizons and the people we serve.
- Staff will decline personal gifts beyond a nominal amount (about \$5) or favorable treatment from anyone for services associated with Horizons.
- Staff will not seek nor accept loans from individuals in our services or their family members.
- In situations where we are aware of a potential conflict of interest, full and transparent disclosure of the facts must take place to all involved.

**Practice accountability** by conducting business with the highest professional standards. Horizons is responsible to its stakeholders, donors, those it serves, and others who have placed faith in Horizons.

- Use Horizons' resources in accordance with the intentions of funders.
- Establish and maintain strong fiscal and management controls.
- Provide an open and accessible resource allocation process that gives all providers fair and equal access to funding for services.
- When working with associated agencies, provide support, technical assistance, and encourage growth in keeping with the highest standards of the industry.
- Practice fundraising activities that are consistent with Horizons' mission, compatible with organizational capacity and respectful of donors' interests.
- Engage an independent auditing firm to conduct an annual audit in accordance with General Accepted Accounting Principles (GAAP).

**Understand and respect applicable laws, rules and regulations**, going beyond the letter of the law to protect and enhance Horizons' ability to accomplish its mission.

- Maintain a dialogue with regulatory agencies on the application and interpretation of existing laws.
- Advocate for changes in policies that are not in the best interest of the people we serve.
- Provide stakeholders with information on the rights of people with developmental disabilities, administrative means for dissent and grievances, assurance of due process, and safeguards against reprisal or retribution.

**Strive for personal and professional growth** to improve effectiveness and provide balance in life in an environment of learning.

- Promote flexibility for employees while maintaining the integrity of the organization.

**Consider carefully the public perception of our personal and professional actions,** and the effect our actions could have on Horizons' reputation in the community and elsewhere.

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