

Code of Ethics

Best S.T.E.P. Forward is a nonprofit organization governed by a volunteer Committee and operating for public purposes with public support. In order to promote a foundation of trust, Best S.T.E.P. Forward, and its Committee Members will operate with the highest moral, ethical, and business standards. The BSF Code of Ethics is based on our mission and vision statements and guided by our fundamental values of quality, dignity and choice.

BSF/I will:

Operate in a manner that upholds BSF's integrity, promotes its mission, adheres to 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.

Use a person-centered approach to provide services and supports that balance the individual's personal goals with the individual's health and safety.

Support the rich diversity of the people we serve and the people we work with to build an inclusive community where everyone feels safe, valued and equipped to thrive regardless of race, color, gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability or any other aspect that makes them unique.

Promote effective, honest and forthright communication.

Provide and promote superior and conscientious customer services.

Prohibit discrimination. BSF 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 BSF.

- Exchange of sensitive information regarding individuals and their families will be done in a respectful manner.

Practice accountability by conducting business with high professional standards. BSF is responsible to its stakeholders, donors, and others who have placed faith in us.

Understand and respect applicable laws, rules and regulations, going beyond the letter of the law to protect and/or enhance BSF's 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, an administrative means for dissent and grievances, assurance of due process, and safeguards against reprisal.

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

Consider carefully the public perception of my personal and professional actions, and the effect my actions could have, both positively and negatively, on BSF's reputation in the community and elsewhere.

Committee Member

As the Committee we will:

- Support the mission of BSF.
- Serve in the best interests of BSF and our constituency.
- Conduct our Committee duties with positive leadership exemplified by open communication, respect, integrity, loyalty and professionalism.
 - Abide by all applicable laws, regulations, BSF bylaws and policies.
- Respect and protect confidential privileged information to which we have access in the course of our official duties.
- Avoid any interest or activity that is in conflict with the conduct of our official duties.
- Support the Executive Director's role and authority with management, staff and operations.
- Be responsible stewards of BSF's resources.
- Strive for personal and professional growth to improve effectiveness as BSF Committee members.
 - Exercise reasonable care, good faith and due diligence in organizational affairs.

Acknowledgment

All Committee Members are required to read and understand this policy. By signing below, you acknowledge that you have received, read, and agree to comply with the Code of Ethics

Committee Member Signature: _____

Date: _____