



CODE OF ETHICS STAFF MEMBER ACTIONS

It is the practice and policy of the Board of Directors and management of Achieve Management, Inc, United Cerebral Palsy of Tampa Bay, Inc., and Achieve Foundation, Inc. to comply with all applicable State and Federal laws and to employ the highest ethical standards and honesty in all matters relating to the organization and the persons it serves.

As an Employee of Achieve Management Inc, I will:

- Be respectful of the worth, dignity and diversity of each individual. I will not discriminate against or refuse to serve any client on the basis of race, creed, age, sex, sexual orientation, religion, national origin, diagnosis or disability.
- Be honest and adhere to the highest ethical and professional standards by fulfilling all my commitments to the organization and by supporting its integrity and reputation.
- Be responsible to my profession, my consumers, and co-workers by seeking appropriate assistance for personal problems or conflicts that could impair my professional performance or judgement.
- Be judicious in the use of all resources.
- Follow the agency standards of communication when I relate to my co-workers: Two-way communication with active listening and response; open and assertive communication; maintain professional communications; timely and consistent communication flowing to and from management; consistent written information.
- Be professional in upholding confidentiality toward consumers, colleagues, applicants and any sensitive situations arising within the organization.
- Be flexible and responsive to changing circumstances to enable the agency to maintain its position as a leader in service delivery.

Violations of this Code of Ethics by staff members will be reported to the Chief Executive Officer who is responsible for ensuring his/her subordinates understand and comply with this code of ethics. The Chief Executive Officer will take any action necessary to correct any violation of this code and bring the violators behavior into compliance with these guidelines. (Disciplinary policies and procedures are defined in the Human Resources Policy and Procedure Manual, section entitled, "Performance and Discipline.")