

1.20	<b>Code of Conduct</b>	Page 1 of 1
Authorizing Utah Code: <a href="#">62a-5-103</a>	Rule: none	Division Staff
Issue date: 1/00	Revision date: n/a	
Form(s): <a href="#">5-3</a>	Contract: Part II, General Requirements, Paragraph 7, <a href="#">DHS Policy 05-03</a>	

It is the policy of the **Division** that Division employees, **Provider Agencies**, and **Provider Agency** employees adhere to the **Department's** Code of Conduct (05-03, effective May 23, 1998) and the **Division's** Code of Conduct listed below.

### Division Code of Conduct

1. All employees will be given a copy of the **Department's** Code of Conduct and a copy of this Directive prior to beginning employment. All employees must sign the Provider/ Employee/ Volunteer Certification attached to the Code of Conduct prior to beginning employment. A signed certification denotes that a copy of the Code of Conduct was provided, reviewed and understood by the employee. The Code of Conduct is reviewed by all employees at least once a year. In addition to the restrictions outlined in the **Department** Code of Conduct, the **Division** will not allow:
  - A. Use of alcoholic beverages or controlled substances, without medical prescription, by an employee while on the job, or being under the influence while on the job.
  - B. Use of aversive procedures prior to the review and approval of the **Provider Human Rights Committee** and/or the **Division Human Rights Council**.
  - C. Firearms in **Community Living** or **Day Support** facilities. Host homes, professional parents, and respite **Providers** must follow the licensing standards for foster care in regard to the storage of firearms (R501-12-9).
2. Employees that witness or are aware of any incidence of abuse, neglect, or exploitation shall immediately notify the nearest peace officer, law enforcement agency, or local office of Child or Adult Protective Services with the **Department** or face criminal charges under **Utah Code Annotated** section 76-5-111, and sections 62A-3-301 through 62A-3-312. Following this oral report, a written report should be completed and provided to the supervisor and **Support Coordinator**.