

PASSPORT Employee Code of Ethics
Conditions of Participation 173-39-02 (B)(1)(e)
Updated 2/4/11

The provider shall adopt and implement ethical standards to require workers to furnish services in an ethical, professional, respectful, and legal manner and not engage in any unethical, unprofessional, disrespectful, or illegal behavior including:

- Consuming the consumer’s food or drink, or using the consumer’s personal property without his or her consent.
- Bringing a child, friend, relative, or anyone else, or a pet to the consumer’s place of residence.
- Taking the consumer to the provider’s place of business.
- Consuming alcohol while furnishing a service to the consumer.
- Consuming medicine, drugs or other chemical substances not in accordance with the legal, valid, prescribed use and/or in any way that impairs the provider from furnishing a service to the consumer.
- Discussing religion or politics with the consumer and others in the care setting.
- Discussing personal issues with the consumer or any other person in the care setting.
- Accepting, obtaining or attempting to obtain money or anything of value, including gifts or tips from the consumer and his or her household members or family members.
- Engaging the consumer in sexual conduct or in conduct that a reasonable person would interpret as sexual in nature, even if the conduct is consensual.
- Leaving the consumer’s home for a purpose not related to furnishing a service without notifying the agency supervisor, the consumer’s emergency contact person, any identified caregiver, or the consumer’s case manager. “Emergency contact person” means a person the consumer or caregiver wants the provider to contact in the event of an emergency to inform the person about the nature of the emergency.
- Engaging in any activity that may distract the provider from furnishing a service, including:

- Watching television or playing computer or video games
 - Engaging in non-care related socialization with a person other than the consumer (e.g. a visit from a person who is not furnishing care to the consumer; making or receiving a personal telephone call; or sending or receiving a personal text message or e-mail)
 - Furnishing care to individuals other than the consumer
 - Smoking without the consumer's consent
 - Sleeping
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- Engaging in behavior that causes or may cause physical, verbal, mental or emotional distress or abuse to the consumer.
 - Engaging in behavior that a reasonable person would interpret as inappropriate involvement in the consumer's personal relationships.
 - Being designated to make decisions for the consumer in any capacity involving a declaration for mental health treatment, power of attorney, durable power of attorney, guardianship or authorized representative.
 - Selling to or purchasing from the consumer products or personal items, unless the provider is the consumer's family member who does so only when not furnishing a service.
 - Engaging in behavior that constitutes a conflict of interest or takes advantage of or manipulates ODA-certified services resulting in an unintended advantage for personal gain that has detrimental results for the consumer, the consumer's family or caregivers or another provider.

Worker Signature

Date