



448 Leonard Ave. Fairmont, WV 26554

304-366-3213

jsole@disabilityactioncenter.com

disabilityactioncenter.com

Code of Conduct

All Disability Action Center (DAC) clients, family members, and participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behavior both inside the DAC and outside where the participant can be perceived as representing the DAC.

- a. Complete and comply with all general intake forms, membership forms, Code of Conduct, Level of Support Policy, and all forms and policies required for participation in applicable DAC programs.
- b. Comply with all lawful and reasonable directions from DAC Staff, Executive Director, and Board of Directors.
- c. Appearance should be neat and tidy. Clothing should not be revealing of body or include controversial or obscene images or language.
- d. No sleeping/napping is permitted at the DAC. Participation in class is required. If you do not participate in classes or programs you cannot stay at the DAC.
- e. Maintain punctuality when attending/participating in DAC programs. If you are more than 10 minutes late after a program has begun you may not be allowed to participate. Please notify staff if you are unable to attend a work related program or cannot perform a volunteer assignment.
- f. Respect the DAC's ownership of its property including but not limited to funds, equipment, supplies, books, records, and electronics.
- g. Do not use inappropriate language while participating in DAC programs, in the community, or at an assigned workplace, including swear words, threats, harassment, or insults.
- h. Smoking, nicotine products, vaping, alcohol use, and drug use is not permitted on DAC property or while attending DAC programs.
- i. The DAC provides participants with computers and internet access for education and training purposes ONLY. Participants are expected to protect their personal information and identity and shall not attempt to download, access, or share unauthorized information via DAC computers or network.
- j. Do not attend DAC activities if you are ill. Always practice good hygiene such as washing hands, covering mouth when coughing or sneezing, using sanitizer, etc. to limit the spread of germs.
- k. Do not make physical, verbal, or sexual advances toward others.
- l. Do not engage in public displays of affection such as intimate kissing, embraces, cuddling, etc.
- m. Do not bully, intimidate, or demean anyone while attending programs at the DAC.
- n. The DAC has a ZERO tolerance policy for the following offenses that will require immediate removal and termination of membership: battery or assault resulting in bodily injury, sale or possession of a controlled substance, possession of a dangerous weapon.
 - o. Threats of harm to self or others will result in immediate reporting to proper authorities.
 - p. All people will be treated in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimization or harassment based on a person's race, color, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.

Any violation of the Code of Conduct will be documented and disciplinary action may be taken.

Signature

Date