









## Cottonwood, Inc. Code of Ethical Conduct

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.

-  **T** I shall promote inclusion and equitable **TREATMENT** for all people.
-  **H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.
-  **U** I shall do my **UTMOST** to inform and advocate for the individuals served.
-  **M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.
-  **B** I shall adhere to professional **BOUNDARIES**, **act with integrity** and promote excellence for all staff.
-  **S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.
-  **U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.
-  **P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood's policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the SOURCEAMERICA (formerly NISH) Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

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Signature

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Date

Revised: 02/24/2015

SOURCEAMERICA (FORMERLY NISH) COMMUNITY REHABILITATION PROGRAM  
ETHICAL STANDARDS

The Ethical Standards developed by the SOURCEAMERICA Board of Directors present standards of conduct expected of SOURCEAMERICA Affiliated Community Rehabilitation Programs. Whether a SOURCEAMERICA Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker's Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.