

## Capabilities Ethical Codes of Conduct

Capabilities written ethical codes of conduct in the following areas:

(1) Business.

**EQUALITY:** We shall recognize the individual rights of all in accordance with the constitution, and display a fair sense of justice.

**TRUTH:** We shall make accurate claims, use only competent testimonials, and strive to be open about all aspects of the services we offer.

**HONESTY:** We shall uphold the principle of fair play and be vigilant against conduct that has the intent, capability, or effect of being deceptive towards our customers.

**INTEGRITY:** We shall not merely abide by the law in a technical way but will strive to serve our customers with honest values, avoiding all devices and schemes that prey on human ignorance or gullibility.

**COOPERATIVENESS:** We shall support a healthy marketplace for all through cooperation with customers, other businesses, and every person who would benefit from an ethical, free-market system.

**SELF-REGULATION:** We shall be self-regulating, we will honor all commitments, ensure that the normal use of our services will not be hazardous to public health or safety, and seek to resolve, in a fair and expeditious manner, any disputes which may rise.

(2) Marketing.

**EQUALITY:** We shall recognize the individual rights in accordance with the constitution, and display a fair sense of justice.

**TRUTH:** We shall make accurate claims, use only competent testimonials, and strive to be open about all aspects of the services we offer.

**HONESTY:** We shall uphold the principle of fair play and be vigilant against conduct that has the intent, capability, or effect of being deceptive towards our customers.

**INTEGRITY:** We shall not merely abide by the law in a technical way but will strive to serve our customers with honest values, avoiding all devices and schemes that prey on human ignorance or gullibility.

**COOPERATIVENESS:** We shall support a healthy marketplace for all through cooperation with customers, other businesses, and every person who would benefit from an ethical, free-market system.

**SELF REGULATION:** We shall be self-regulating, we will honor all commitments, ensure that the normal use of our services will not be hazardous to public health or safety, and seek to resolve, in a fair and expeditious manner, any disputes which may rise.

(3) Contractual relationships.

In the past, Capabilities has had contracts for sign language interpreting. When utilized, these contractual relationships use the [Independent Contractor Agreement](#). These contracted services are assessed yearly

based on the performance of their contracts and Capabilities ensures that they follow all applicable policies and procedures of Capabilities. Currently, Capabilities does not utilize any contracts.

(4) Service Delivery, including:

- a. Conflicts of interest. See Conflict of Interest section in the [Employee Handbook](#).
- b. Exchange of:
  - i. Gifts. See Gifts, Monies and Gratuities Policy in the [Employee Handbook](#).
  - ii. Money. See Gifts, Monies and Gratuities Policy in the [Employee Handbook](#).
  - iii. Gratuities. See Gifts, Monies and Gratuities Policy in the [Employee Handbook](#).
- c. Personal fund raising. See Gifts, Monies and Gratuities Policy in the [Employee Handbook](#).
- d. Personal property. See Gifts, Monies and Gratuities Policy in the [Employee Handbook](#).
- e. Setting professional boundaries. See Capabilities Expects and Conflict of Interest Section in the [Employee Handbook](#) and [Job Descriptions](#), Specific Elements of the Job, typically #3)
- f. Witnessing of legal documents. At this time, Capabilities is not responsible for the witnessing of any legal documents, but does have a notary public in staff in the St. Mary's office.

**EQUALITY:** We shall recognize the individual rights of all persons receiving services in accordance with the constitution, and display a fair sense of justice. Strive for the right of all individuals who want the dignity of work to choose their field of endeavor and utilize their abilities and talents for personal fulfillment. Extend professional services to all qualified employed and unemployed candidates regardless of age, sex (including gender identity, sexual orientation, and pregnancy), spiritual beliefs, socioeconomic status, language, disability or genetic information, race or color, religion, national origin, ancestry, culture, marital or veteran status, victims of domestic violence, dating violence or stalking, military status, or any other legally protected status.

**TRUTH:** We shall make accurate claims to persons receiving services, use only competent testimonials, and strive to be open about all aspects of the services we offer.

**HONESTY:** We shall uphold the principle of fair play and be vigilant against conduct that has the intent, capability, or effect of being deceptive towards persons receiving services.

**INTEGRITY:** We shall not merely abide by the law in a technical way but will strive to serve persons receiving services with honest values, avoiding all devices and schemes that prey on human ignorance or gullibility.

**COOPERATIVENESS:** We shall support a healthy marketplace for all through cooperation with persons receiving services, other businesses, and every person who would benefit from an ethical, free-market system.

**SELF REGULATION:** We shall be self-regulating, we will honor all commitments, ensure that the normal use of our services will not be hazardous to public health or safety, and seek to resolve, in a fair and expeditious manner, any disputes which may rise.

(5) Professional responsibilities.

**EQUALITY:** We shall recognize the individual rights in accordance with the constitution, and display a fair sense of justice. We shall recognize the individual rights of all members of the community in accordance with the constitution, and display a fair sense of justice. Strive for the right of all individuals who want the dignity of work to choose their field of endeavor and utilize their abilities and talents for personal fulfillment. Extend professional services to all qualified employed and unemployed candidates regardless of age, sex (including gender identity, sexual orientation, and pregnancy), spiritual beliefs, socioeconomic status, language, disability or genetic information, race or color, religion, national origin, ancestry, culture, marital or veteran status, victims of domestic violence, dating violence or stalking, military status, or any other legally protected status

**TRUTH:** We shall make accurate claims, use only competent testimonials, and strive to be open about all aspects of the services we offer. We shall make accurate claims to all members of the community, use only competent testimonials, and strive to be open about all aspects of the services we offer.

**HONESTY:** We shall uphold the principle of fair play and be vigilant against conduct that has the intent, capability, or effect of being deceptive. We shall uphold the principle of fair play and be vigilant against conduct which has the intent, capability, or effect of being deceptive towards all members of the community.

**INTEGRITY:** We shall not merely abide by the law in a technical way but will strive to serve with honest values, avoiding all devices and schemes that prey on human ignorance or gullibility.

**COOPERATIVENESS:** We shall support a healthy marketplace for all through cooperation with community members, customers, other businesses, and every person who would benefit from an ethical, free-market system.

**SELF REGULATION:** We shall be self-regulating, we will honor all commitments, ensure that the normal use of our services will not be hazardous to public health or safety, and seek to resolve, in a fair and expeditious manner, any disputes which may rise.

## (6) Human Resources.

Policies to educate personnel on ethical codes of conduct. Capabilities adheres to its written codes of ethical conduct. Ethical codes of conduct are outlined in the [Ethical Guidelines and Person-Centered Philosophy](#) reviewed during orientation and yearly this code is reviewed in a staff meeting. Capabilities employees are to display this code of ethical conduct in daily operation.

**EQUALITY:** We shall recognize the individual rights of all staff in accordance with the constitution, and display a fair sense of justice.

**TRUTH:** We shall make accurate claims to our staff, and strive to be open about all aspects of the services we offer.

**HONESTY:** We shall uphold the principle of fair play and be vigilant against conduct that has the intent, capability, or effect of being deceptive towards our staff.

**INTEGRITY:** We shall not merely abide by the law in a technical way but will strive to serve our staff with honest values, avoiding all devices and schemes that prey on human ignorance or gullibility.

**COOPERATIVENESS:** We shall support a healthy marketplace for all through cooperation with staff, other businesses, and every person who would benefit from an ethical, free-market system.

**SELF REGULATION:** We shall be self-regulating, we will honor all commitments, ensure that the normal use of our services will not be hazardous to public health or safety, and seek to resolve, in a fair and expeditious manner, any disputes which may rise.

(7) Prohibition of:

a. Waste.

Capabilities implements cost management waste prevention practices such as double sided copying, default black and white printing, e-mail, electronic ordering, electronic invoicing, paperless billing and electronic filing and keeps ordering within acceptable quantities as needed. Capabilities recycles aluminum cans and shredded paper. Any excessive waste should be reported to the owner(s), who will investigate within seven days of report with no reprisal to the reporter.

b. Fraud.

Capabilities is committed to ensuring propriety, openness and transparency in the provision of all its services. Capabilities and its employees will not knowingly assist any person in the presentation of false or deceptive material. All instances of fraud will be investigated by the owner(s) within seven days of report with no reprisal to the reporter. Fiscal irregularities and related misconduct will not be tolerated. Employees found to have participated in fraudulent acts and/or gross misconduct will be subject to disciplinary action, up to and including termination, pursuant to personal policies and rules.

c. Abuse.

The owner(s) will investigate all instances of abuse within three days of report with no reprisal to the reporter. All persons, who reasonably suspect or have proof of abuse, shall report directly to the owner(s) within 24 hours. Capabilities will not tolerate or condone abuse.

d. Other wrongdoing.

The owner(s) will investigate all instances of wrongdoing within seven days of report with no reprisal to the reporter.