Department: Human Resources	Effective Date: 2/12/18	Procedure Number: 8900
Regulation Number: **1302.90 (c)(1)(2)** **Sec. 215.42 Codes of Conduct**	**Regulation Topic:** **Standards of Conduct**	**Procedure Title:** **Standards of Conduct**

Procedure:

In accordance with Policy 8900, all direct service providers must develop standards of conduct that includes, but are not limited to, the following:

- Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;

- Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the safety of children, including, at a minimum, that staff must not:
    - (A) Use corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;
    - (B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;
    - (C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self-worth or emotional well-being. Examples include, but are not limited to, using seclusion, using, or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
    - (D) Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment;

- Ensure staff, consultants, contractors, and volunteers report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws;

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- Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

- Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 and applicable Federal, State, local, and Tribal laws; and,

- Ensure no child is left alone or unsupervised;

- Not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

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