

Adopted 08/04

**Subject: PERSONNEL POLICY #13A
Standards of Conduct:
Breaches in Employee Obligations (Trust)**

A fundamental obligation of every Choices in Community Living, Inc employee is to exhibit trust and responsibility in safeguarding company and client funds and other property of the company which are entrusted to the employee or which may come under the employee's control in any manner. Though many employees will carry out these responsibilities in an appropriate way, there still remains the possibility of theft or similar violation of trust.

This policy provides guidance to all employees so that there can be no question as to the serious nature of such actions.

Employee Responsibility

- a. Safeguarding company funds and property
- b. Safeguarding client funds and property

Violation of obligations include, but are not limited to,

- a. Theft of client or company funds.
- b. Overdrawing client banking accounts
- c. Misuse of client credit cards
- d. Using company vehicle for personal use

Managers are responsible for:

- a. Working with HR during investigations of such breaches in obligations
- b. Taking appropriate disciplinary actions.
- c. When appropriate, make full disclosure of illegal or criminal activity

Fiscal Department is responsible for:

- a. Filing appropriate insurance claims
- b. Setting up payment arrangements with employee

FISCAL MISMANAGEMENT

Choices In Community Living, Inc. requires that **improper** use or handling for funds or property that result in the repayment of overdraft, late charge fees, insurance deductions to the company or our clients be repaid immediately.

This can be done through direct payment to CICL or through payroll deduction.

Any deduction made from an employee's paycheck must be done at the employee's request accompanied by a **signed authorization from the employee.**

In cases of **Financial Mismanagement**, whereby a client's account becomes overdrawn, due to employee error; employees will be expected to repay CICL for payments made to the clients' accounts on behalf of the employee within 14 days of determined overdraft.

Continual breaches of obligation will be cause for disciplinary review up to and including termination. All monies owed to Choices at termination will be deducted from the employee's paycheck.