

Lexington
Code of Conduct for Employees, Board Members, Non-affiliated Committee Members
(Addendum to Employee Guidebook, February 13, 2020)

Purpose

As a not-for-profit health and human services organization dedicated to improving the everyday lives of people with disabilities, Lexington is committed to complying with the rules and regulations of federal, state, and local government. Lexington seeks to provide a work environment where high standards of ethical and legal behavior are recognized and practiced. To help ensure compliance, all Lexington employees, board members and non-affiliated committee members will adhere to this Code of Conduct.

Standards of Conduct

All Lexington employees, board members and non-affiliated committee members are expected to conduct themselves ethically and responsibly. Individuals working for and on behalf of Lexington are responsible for following specific rules of conduct, as described below:

- To place the interests of the people we support and their family members first and foremost in all aspects of what we do;
- To work cooperatively and respectfully with all Lexington employees, board members, and agents to provide the highest quality of services;
- To represent Lexington positively in the community-at-large;
- To conduct all activities in a fiscally responsible manner;
- To work in accordance with applicable laws, regulations, and Lexington's policies and procedures, failure to comply with Lexington's conducts expectations and/or laws and regulations applicable to Lexington and our operations may result in disciplinary action, up to and including termination of employment; discharge of duties from the board or committee.
- To seek training and assistance in areas that would strengthen our ability to fulfill responsibilities to the people we support and to Lexington;
- To avoid conflicts of interest, such as a paid employee not being in the position of guardianship, health care proxy, representative payee, power of attorney or decision making position, including the acceptance and giving of gifts; and to report any potential conflicts of interest to his or her supervisor;
- To conserve resources of Lexington by not engaging in wasteful behavior;
- To treat confidentially information related to Lexington, the people it supports, and its employees;
- To complete tasks in a timely manner and meet expectations for the quality of work that Lexington strives to achieve;
- To complete all billing and financial records accurately;
- To report to a supervisor, the Corporate Compliance Officer (518) 773-2050 or to the Nurturing Environment Hotline at 1-800-831-5602 of any potential violation of applicable laws, regulations, and policies;
- To consult Lexington's leadership when questions arise as to the conduct permitted under applicable laws, regulations, and policies.

Lexington will not retaliate against any employee, board member, committee member or contractor for participating in any legally protected whistleblower activities including but not limited to reported false claims. However, any employee, board member, committee member who intentionally makes a

false accusation with the purpose of harming or retaliating against a colleague will be subject to appropriate action.

Acknowledgement Form
Code of Conduct for Lexington Employees

- ✓ I acknowledge that I have read and that I understand Lexington’s Code of Conduct
- ✓ I understand and agree that I must comply with Lexington’s Code of Conduct and all laws, regulations, policies, procedures, and other guidance applicable to the responsibilities of my position or duties.
- ✓ I acknowledge that Lexington maintains a hotline for the purpose of receiving notifications of possible violations of law, regulation, and Lexington’s policies and procedures.
- ✓ I understand that my failure to report any concerns regarding possible violations of law, regulations, or Lexington’s policies and procedures may result in disciplinary action, up to and including termination or discharge of duties as a board or committee member.

Signature

Print Name

Title/Role

Employee I.D. # (not applicable for board and committee members)

Date