

Open Arms Therapy (OAT) Code of Ethics

The Open Arms Therapy (OAT) Code of Ethics is detailed herein.

The Code of Ethics is hereinafter referred to as “COE.” Open Arms Therapy is hereinafter referred to as “OAT.”

The COE applies to all employees, whether paid or volunteer, of OAT.

An employee is defined as a person or entity that performs duties related to OAT, and includes anyone acting as a member of the Board of Directors for OAT, a volunteer who works with clients of OAT or any person or entity who may receive any compensation from OAT, except that independent contractors are not employees of OAT.

The following agreement is between _____, employee and OAT:

1. It is understood and agreed to that the below identified as the code of ethics of OAT, as follows:
 - A. All employees of OAT shall engage in honest and ethical conduct, including the handling of confidential information, conflicts of interest or other information relevant to OAT that comes into the knowledge or custody and control of employee.
 - B. All employees of OAT shall maintain effective procedures to prevent confidential information from being misused in conformity with OAT’s confidential agreement. All employees shall sign a confidentiality agreement between the employee and OAT.
 - C. All employees shall disclose any and all conflicts of interest that are actual, potential, known or suspected by signing and conflict of interest statement between the employee an OAT.
 - D. All employees shall advance the legitimate interests of OAT, having regard for the values and standards of OAT, whether written or oral.
 - E. All employees shall comply with all applicable laws, rules and/or regulations as they relate to or may affect OAT.
 - F. All employees shall treat the customers and/or clients of OAT with respect, with fairness and impartiality and professionally.

- G. All employees of OAT shall promote OAT to the best of their ability.
- H. All employees shall maximize the use of OAT money, property or other intangible items such as the “good name” of OAT.
- I. All employees of OAT shall endeavor to support and promote OAT and its activities, in a positive and professional manner.
- J. All employees who handle money for OAT shall do so with the utmost accuracy, honesty and integrity and OAT shall provide full disclosure of its finances as required by and in conformity with the law.
- K. All employees of OAT shall, if within employee’s duties or responsibilities:
 - i. Communicate with businesses and/or individuals who invest in OAT in a professional manner;
 - ii. Maintain a professional working environment at all times;
 - iii. Take advantage of every opportunity for training, certification or other OAT related manner of enhancing skills and knowledge;
 - iv. Report any discrimination to an OAT board member, including but not limited to harassment, sexual harassment, or other inappropriate conduct;
 - v. Provide a clean, healthy, and safe environment for OAT to operate within;
 - vi. Avoid the injury of any person or animal while working for OAT;
 - vii. Refrain from using drugs or alcohol within 8 hours of and/or during any OAT activity;
 - viii. Require all customers, clients or employees of OAT to follow all safety procedures while engaging in any OAT activity;
 - ix. Maintain the highest possible standards of integrity in business relationships between OAT and its customers, clients or third-party vendors;
 - x. Contribute to the social and economic well-being of OAT;
 - xi. Encourage others to volunteer with OAT.

2. This agreement states the entire agreement regarding the code of ethics of OAT and _____, employee.

3. This agreement, if modified by OAT, must be signed by each OAT employee again.

The signature of _____ below indicates that he/she has received this COE and by signing below avers that he/she understands this COE and its policy.

SIGNED _____, 20__.

Employee

Printed name of employee

Position of employment with OAT

I, _____, have been provided with an opportunity to ask questions about this policy and state that I have read this COE and understand what I have read.

Employee

Date

I, _____, have witnessed the signature of _____
to this COE on _____, 20__.

Witness

I, _____, have witnessed the signature of _____
to this COE on _____, 20__.

Witness