

# THE WAVE INTERNATIONAL, LLC

## **PROFESSIONAL CODE OF ETHICS AND STANDARDS OF CONDUCT:**

- We will not enter into any personal business relationship with Clients or their families and/or staff members of The Wave International, LLC (i.e., selling, buying or trading personal property).
- In performance of our duty, we will not discriminate because of race, color, religion, age, sex, handicap, sexual preference or national ancestry.
- We hold ourselves responsible for the quality and extent of service we perform.
- We will not have any outside contact, other than incidental contact, with any present or past Client or their family, except for those activities that are an approved, intricate part of the Facility program and a part of Staff's duties for The Wave International's Program.
- We will not engage in any conduct which is criminal in nature or which would bring discredit to The Wave International, LLC. We will ensure that the conduct of all Staff is above reproach. Not only must Staff avoid misconduct, but the appearance of misconduct as well.
- We respect and will protect the confidence of the people we serve.
- We will treat with respect the findings, views and actions of colleagues and use only appropriate channels to express judgment on these matters.
- We will respect the confidentiality of all records, materials and communications concerning Clients.
- We have a commitment to assess our own personal strengths, limitations, biases and effectiveness on a continuing basis and we have a personal responsibility for professional growth through further education and / or training.
- We, as individual examples out of respect for those we serve, have a responsibility for our own conduct in all areas, including mental health diagnoses and the possible use of alcohol and other mood-altering drugs.
- We have a responsibility to ourselves, Clients and other associates to maintain our physical and mental well-being.

- The Wave International, LLC will not permit any pre-existing or continuous relationships between The Wave International, LLC Staff. Sexual conduct, not limited to sexual intercourse, between Staff and Clients is specifically in violation of this Code of Ethics. Staff members have a responsibility to notify their supervisors.
- We accept our responsibility to The Wave International, LLC to the community and especially to the Clients we serve, to conduct ourselves at all times in a manner that is in compliance with the accepted moral and ethical standards expected in our field of employment and the community.
- As a Staff Member of The Wave International, LLC, we will only deal with Clients in the professional manner that will support provided goals of The Wave International, LLC. Specifically, Staff must never accept for themselves, or any member of their family, any personal (tangible or intangible), gift, favor or service from a Client or Staff Member or from any Client's or Staff Member family or close associate unless authorized by the CEO, COO or designee, and deemed appropriate. All Staff is required to report to Administration any violation or attempted violation of these restrictions.

***I agree to adhere to this "Code of Ethics" while I am a Staff Member for The Wave International, LLC and I understand that a breach will result in termination of Independent Contractor duties.***

Staff Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_