



Code of Ethics and Philosophy Policy

I. Philosophy

Anderson Center for Autism and affiliates (hereinafter referred to as ACA) exist to provide services to individuals, families and our community. ACA requires its staff to adhere to the highest professional, ethical and moral standards. The individuals, families and community the agency serves are promoted when our standards and actions place their interests above all other interests. ACA believes in the value and importance of each individual and his/her intrinsic contributions to the work that we do and the community we share. In order to provide these services, ACA maintains an emphasis on the personal and professional growth and accountability of each employee through agency discussion and trainings, outside conference attendance, regular staff evaluations and open dialogue between staff and supervisors. ACA promotes an environment in which staff can provide services to others in a professional and positive environment.

II. Mission

ACA is a not for profit organization dedicated to providing the highest quality programs possible for children and adults with autism and other developmental disabilities. Equally important is our commitment to maintain an ongoing fully integrated support network for their families and guardians. As an organization, ACA consistently strives to provide an enriched and positive climate filled with educational, cultural and recreational activities designed to foster continuous growth, independence and social interaction. We are dedicated to being an outcome oriented agency that offers individuals state of the art service provision opportunities.

III. Expectations

ACA expects all employees to provide services and conduct business in a manner that is consistent with the agency's Mission, Statement of Values, and as outlined in the Standard Operating Procedures and policies of the agency. Employees may not engage in any conduct that conflicts, or is perceived to conflict, with ethical and professional provision of services or business operations of ACA. Employees are required to maintain complete, accurate and contemporaneous records of all services provided and business conducted on behalf of ACA. Employees whose conduct is inconsistent with the Mission, Statement of Values and Standard Operating Procedures are subject to disciplinary action up to and including termination.

If any person knows or reasonably suspects that an employee's conduct is inconsistent with agency expectations and requirements, immediate supervisors, the Compliance Officer or the Chief Executive Officer must be informed in order to resolve the situation. To contact any of these individuals, please reference the agency's internal telephone directory for the appropriate telephone number.

Adopted: 3/22/07
Amended: 9/22/11