



**CODE OF ETHICS**  
**HUMAN RESOURCES**

It is policy of EXCEED to uphold and strictly comply with all applicable State and Federal laws as they relate to the employee relationship. EXCEED is an equal opportunity employer. Our policy prohibits unlawful discrimination and the organization will not discriminate against qualified applicants or employees because of their race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, veteran status, social economic status or any other characteristics protected by state or federal law or local ordinance.

Appropriate screening of applicants takes place in order to protect the organization and the persons receiving services, which may include (dependent upon position) but is not limited to employment reference checks, verification of credentials, drug screening, fingerprinting, driving record verification, etc.

The employment relationship at EXCEED is outlined in the Employee Handbook, a document that is developed with the expertise of an outside consultant and subsequently reviewed by the Executive Director. It is the responsibility of management staff to uphold the policies contained therein.

Confidentiality of staff will be protected and personnel records are kept in a confidential area and access is strictly limited to appropriate personnel.

EXCEED will make every effort to ensure that the workplace is safe and free from Harassment or Abuse. To this end, supervising staff will receive training in abuse and harassment preventing and reporting. No disciplinary action of reprisal will be taken against an employee for reporting harassment or abuse so long as the report is made in good faith and based on legitimate belief that the reportable offense has occurred.

Violations of this Code of Ethics will be reported to the Executive Director who is responsible for ensuring that his/her subordinates understand and comply with this policy. The Executive Director should take the action he/she deems necessary to correct the problem and bring the violator's behavior into compliance with these guidelines.

Should the Executive Director be in violation of this policy, the violation will be reported to the President of the Board of Directors who shall consult with the Executive Committee of the Board of Directors to resolve the violation. If necessary, the matter will be brought before the full Board of Directors for resolution.