

Code of Ethics

1. PCFC shall transact business in compliance with all applicable local, state, and federal laws and regulations
2. PCFC shall provide quality care in the most appropriate setting and respect the rights and dignity of the individuals we serve.
3. PCFC shall not discriminate in any matter based on race, ethnic background, disability, national origin, sex, age, marital status or sexual orientation.
4. PCFC shall maintain a workplace environment free of harassment, disruptive behavior, violence, and hazards.
5. PCFC shall avoid any significant conflict of interest between the interests of the Agency and the interest of any employee, director, vendor, contractor or others in relation to PCFC in accordance with established policy.
6. PCFC shall maintain the highest degree of confidentiality regarding consumers, personnel and business information consistent with acceptable standards of information sharing as prescribed by regulatory bodies.
7. Employees, directors and others in relation to PCFC shall not accept receipt of a gift in any form, in accordance with Agency policy, that directly or indirectly influences the Agency's relationship with a vendor, regulator, contractor, or other person or entity.
8. Any contributions or donations to PCFC shall be obtained without coercion, force or expectation of compensation in return and shall be used to benefit the organization.
9. PCFC shall ensure that advertising and marketing practices will be conducted in a professional manner consistent with the mission of the Agency and in compliance with regulatory requirements.
10. PCFC property, including facilities, equipment, supplies, information systems, software, furnishings and vehicles, is to be used for PCFC business purposes only, except where stated differently in PCFC policy or agreement.
11. PCFC shall ensure that all communications, statements and representations to suppliers, vendors, contractors, consumers, directors, and employees are accurate, truthful, fair and uniform without bias or favoritism.
12. PCFC shall maintain accurate, complete and timely records of all services provided with proper back-up documentation as required by regulatory agencies.
13. PCFC shall submit accurate, complete and timely claims and billing statements that reflect only the services rendered and will never knowingly submit false, fraudulent or fictitious claims.
14. PCFC shall prepare and maintain accurate, complete and timely cost reports, financial records and statements regarding the Agency's assets, liabilities, revenue and expenditures, according to generally accepted accounting principles.
15. PCFC shall maintain proper internal controls to assure security and accountability in all areas of the Agency through effective self-identification, monitoring, corrective action plans, appropriate disciplinary action and enforcement of standards.
16. PCFC shall provide appropriate training and education to employees, directors and others in relation to the Agency to ensure proper knowledge of policies and procedures, as well as information appropriate to their function as it relates to the Agency.
17. PCFC shall provide employees, directors and others in relation to the Agency with the opportunity and mechanism to provide input and file complaints in good faith without fear of retaliation, retribution or punishment.
18. It is the responsibility of each employee, director, or others in relation to PCFC to ensure that his or her own conduct complies with the Agency's policies and code of ethics.