

801.1 RELIABLE ENTERPRISES CODE OF ETHICS for EMPLOYEES

Employee's ethical responsibilities:

Discrimination. Reliable Enterprises employees should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, national origin, color, sex, sexual orientation, age, marital status, religion, or mental or physical disability.

Private Conduct. Reliable Enterprises employees should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

Dishonesty, Fraud, and Deception. Reliable Enterprises employees should not participate in, condone, or be associated with dishonesty, fraud, or deception.

Impairment. Reliable Enterprises employees should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties, to interfere with their professional judgement and /or job performance or to jeopardize the best interest of the people for whom they have a professional responsibility. Employees experiencing any of these problems should seek immediate consultation and take appropriate remedial action by seeking professional help, making adjustments to work load, submitting a resignation, or any other steps necessary to protect clients and others.

Misrepresentation. Reliable Enterprises employees should make clear distinctions between statements made and actions engaged in as a private individual and as representative of Reliable Enterprises. Employees speaking on behalf of Reliable Enterprises should accurately represent the official and authorized positions of the organization.

Solicitations. Reliable Enterprises employees should not engage in uninvited solicitations of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion. In addition, employees should not engage in solicitation of testimonial endorsements from current clients, or from other people who may be susceptible to influence.

Acknowledging Credit. Reliable Enterprises employees should take responsibility and credit, including authorship credit, only for the work they have actually performed and to which they have contributed.

Integrity. Reliable Enterprises employees should work towards the maintenance and promotion of high standards of practice. They should uphold the values, ethics, knowledge, and mission statement of Reliable Enterprises. Employees should contribute time and professional expertise to activities that promote and improve the lives of the developmentally disabled, children and other vulnerable members of the community.

Social Welfare. Reliable Enterprises employees should promote the general welfare of society. They should develop people, their communities, and their environments.

Marketing. Reliable Enterprises employees must do no harm. This means doing work for which they are appropriately trained or experienced so that they can actively add value to their organizations and

customers. It requires that marketing communications about goods and services are not intentionally deceptive or misleading. It suggests building relationships that provide for the equitable adjustment and/or redress of customer grievances. The basic values are intentionally aspirational and include honesty, responsibility, fairness, respect, openness and citizenship.

Gifts, Gratuities, Money, Personal Fundraising, Personal Property and Witnessing of Documents.

Reliable Enterprises employees may not accept any of the above, or other favors from any individual or entity that:

1. Currently does or is seeking to do business with, or is a competitor of Reliable Enterprises;
2. Has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from Reliable Enterprises;
3. Is a charitable organization;

Under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Reliable Enterprises.

Disciplinary Policy for Ethical Code Violations

It is the policy of Reliable Enterprises that all employees are expected to comply with the Company's standards of behavior and performance and that any noncompliance with these standards must be corrected.

1. Under normal circumstances, Reliable Enterprises endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Reliable Enterprises does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Company's right to bypass the disciplinary procedures suggested.

2. The normal application of progressive discipline should be:

a. If an employee is not meeting Reliable Enterprises standards of behavior or performance, the employee's supervisor should take the following action:

- (i) Meet with the employee to discuss the matter;
- (ii) Inform the employee of the nature of the problem and the action necessary to correct it; and
- (iii) Prepare a memorandum of conversation indicating that the meeting has taken place.

b. If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:

- (i) Issue a written reprimand to the employee;
- (ii) Warn the employee that a third incident will result in more severe disciplinary action; and
- (iii) Prepare and forward to the personnel department a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee's personnel file.

c. If there are additional occurrences, the supervisor should take the following action, depending on the severity of the conduct:

- (i) Issue a written reprimand or warning;
- (ii) Suspend the employee for up to five working days (with or without pay); or
- (iii) Suspend the employee indefinitely, (with or without pay), and recommend termination.

After taking action under 2©, above, the supervisor should prepare and forward to the personnel department another written report describing the occurrences, indicating the timing between the occurrences, and summarizing the action taken or recommended and its justification.

3. The progressive disciplinary procedure described in comment (2) above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

4. In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a serious breach of policy or violation of law, the procedure contained in comment (2), above, may be disregarded. The supervisor should suspend the employee immediately (with or without pay) and if appropriate, recommend termination of the employee. An investigation of the incidents leading up to the suspension should be conducted to determine what further action, if any, should be taken. (see 6 below.) Employees suspended from work generally will not receive or accrue any employee benefits during suspension.

5. The Executive Director normally should review and approve all recommendations for termination before any final action is taken.

6. At an investigators interview conducted for the purpose of determining the facts involved in any suspected violation of Company rules and regulations, the following procedure normally should apply:

a. Before the interview, the employee who is suspected of violating Company rules and regulations should be told in general terms what the interview is about.

b. The employee may request that a coworker be present at the interview if it may lead to disciplinary action for that employee.

7. Employees who believe that they have been disciplined too severely or who question the reason for the discipline are encouraged to use the grievance procedure for resolution.

8. If a disciplined employee works for a full year without further disciplinary action under this policy, the next failure to meet behavior or perform standards may be treated as a first occurrence under this policy. However, Reliable Enterprises may still consider all past disciplinary actions in evaluating the employee.

Employee Name

Date