EMPLOYEE CODE OF ETHICS AND CONDUCT

Resource Management Services is committed to the highest level of professional conduct among its staff. As such, staff are expected to follow this established code of ethics and professional employee conduct.

* Honesty and Integrity
	+ RMS is committed to abiding by all applicable Federal, State, and Local laws and regulations.
	+ RMS employees are prohibited from participating in acts of fraud, waste, or abuse.
	+ RMS records shall be prepared honestly and in accordance with established policies and procedures.
	+ Every effort will be made to represent RMS services in a clear way without misleading, false or deceptive advertising.
* Responsibility
	+ RMS is committed to delivering medically necessary care to its members in a compassionate, respectful, and ethical manner without regard to race, creed, color, religion, national origin, gender, sexual orientation, gender identity, or disability.
	+ RMS will provide each member with information regarding his/her rights and responsibilities in a manner that is understandable, and will endeavor to protect member’s rights throughout their care and treatment.
	+ RMS will listen to members’ needs and make efforts to accommodate reasonable requests.

* Fairness/Professional Boundaries
	+ Employees should have no business relationships that conflict with their responsibilities to RMS, especially with any competing organization.
	+ Employees should not accept or provide money, gifts, services or gratuities from members, member’s families, or any competing organization.
* Respect
	+ Employees will treat all individuals with respect, regardless of race, creed, color, religion, national origin, gender, sexual orientation, gender identity, disability, title or position.
* Confidentiality
	+ RMS will maintain appropriate confidentiality of records and information, to prevent unauthorized release of protected or private information.

* Citizenship
	+ RMS will give back to the community through volunteerism, charitable donations and pro-bono services.
	+ RMS will collaborate with others to improve the well-being of individuals or programs.