

ABUSE, HARASSMENT AND CODE OF CONDUCT POLICY

Abuse Prohibition: All forms of abuse are prohibited including, but not limited to Emotional Abuse, Physical Abuse, and Sexual Abuse and Harassment.

Duty to Disclose/Immunity/Confidentiality:

Any person(s) who makes or participates in the making of a good-faith report of abuse or neglect, participates in the investigation, or in judicial proceedings shall in so doing be provided with complete and absolute immunity from civil liability.

Eastside Friends of Seniors staff are mandated to report elder abuse if we witness or strongly suspect it has occurred.

The identity of the person reporting a case of suspected abuse will not be revealed. All records and reports concerning investigations and their outcome are protected by various confidentiality laws. Unauthorized disclosure of such records is a possible criminal offense which could subject the violator to fines and/or imprisonment.

Point of Contact: The Executive Director is the appropriate person to whom all reports of abuse should be reported. If the Executive Director is the alleged abuser, the report should be made to the President of the Board. In the Executive Director's absence, the Board of Director's President will act on behalf of the Executive Director.

Information Gathering:

Upon receipt of a disclosure of abuse or of a policy violation, the Executive Director will gather all pertinent facts in a fair, respectful, and confidential manner and review with both the accuser and accused. All such disclosures must be brought to the attention of the Board of Directors. The alleged violations may range from inappropriate, but not illegal behavior, to clear cut abuse. The information gathering stage cannot extend beyond 60 days.

The Executive Director must immediately report to the authorities when there is reasonable cause to believe that physical abuse or sexual abuse has occurred. At this point, law enforcement authorities will complete the investigation.

Responding to allegations of abuse:

The Executive Director should report the findings to the Board of Directors by the next board meeting, and all proceedings should be confidential. If the alleged abuser or policy violator admits to the conduct, the Board can employ the most appropriate response. If the alleged abuser or policy violator denies the conduct, the Board can conduct further investigations (except when reasonable cause of physical or sexual abuse exists that should be reported to the authorities) deemed necessary prior to rendering any appropriate response.

HARASSMENT POLICY

Harassment Prohibition: All forms of harassment are prohibited including, but not limited to, sexual harassment, racial harassment, and bullying.

Reports or observations of harassment should be directed to the Executive Director, who will fairly assess the situation and determine next steps. This could include a termination of services for a client, or the ability to volunteer for Eastside Friends of Seniors.

CODE OF CONDUCT

To receive services from or volunteer for Eastside Friends of Seniors, you must adhere to the following code of conduct:

- Be respectful and considerate
- Do not discuss sensitive subjects, such as political or religious viewpoints
- Do not evangelize or attempt to convert or sway someone to your viewpoint
- Do not attempt to sell or market any type of goods or services

Acknowledgment: All clients and volunteers must read this policy and must agree to abide by these rules.