**POLICY #: 4.B EFFECTIVE DATE: 9/6/2022 APPROVED:**

**FULL REMISSION DATE: 4/10/2024**

**SUBJECT: Personnel Policies and Procedures**

**POLICY:**

Independent Management Services will ensure that it will not adversely affect a staff person's retention, promotion, job assignment, or pay when a staff person communicates in good faith with the Department of Human Services, the Office of Ombudsman for Mental Health and Developmental Disabilities, the Department of Health, a health-related licensing board, a law enforcement agency, or a local agency investigating a complaint regarding a client's rights, health, or safety.

Independent Management Services prohibits a staff person from having sexual contact with a client as well as neglecting, abusing, or maltreating a client.

Independent Management Services’ staff will refrain from using alcohol and drugs while working and performing job duties. Staff will refrain from using any and all illegal substances during and outside of normal business hours.

Staff who violate these policies will have disciplinary action, including but not limited to suspension and or dismissal.

Staff who violate other program policies or have behavioral problems that interfere with providing services to clients will also have disciplinary action, including but not limited to suspension and or dismissal.

**RESPONSIBILITY:**

Executive Director: Sign off on all Policy and Procedures

Human Resources: Create and ensure policies are found in company’s policy and procedure manual. Ensure that all staff will read and understand the policies and procedures.

Adult Mental Health Treatment Services Director: ensure staff read and understand and follow policy and procedure.

All staff: Read and follow policy and procedure