

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 12/03/81	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 01/30/82	<b>DATE REVISED:</b> 02/25/16, 04/18/18, 11/6/2023	<b>SUBJECT:</b> Unprofessional Conduct Ethical Behavior	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 04/18/18, 04/17/19, 04/21/21, 4/14/23, 11/6/2023		<b>POLICY #:</b> ED-043	<b>PAGE #:</b> 1 of 2

**I. APPLICATION**

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization that all employees shall conduct themselves in a professional manner, and that unprofessional conduct may be grounds for serious disciplinary action and up to termination.

**III. DEFINITIONS**

Unprofessional Conduct – as defined for each professional discipline and contained in their respective by-laws, publications, etc.

- a) As defined for all employees, see the policy on house rules, discipline, confidentiality and code of ethics.

**IV. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Employee

1. Consults the program supervisor if there is any question that conducts/activities may be considered unprofessional. If the employee conduct is deemed unprofessional immediately fills out a code of ethics complaint form.

Program Supervisor

2. Informs the division director and forwards complaint to the Code of Ethics Chairperson for review and copies the division director within 72 hours of receiving complaint.

Code of Ethics Chairperson

3. The allegation is investigated by the code of ethics committee who makes recommendations and forwards to executive director with a copy to the division director. (see code of ethics policy)

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**III. NOTIFICATION/PROCEDURE (continued)**

<b>WHO</b>	<b>DOES WHAT</b>
Division Director	6. Makes recommendation and forwards to the executive director. (See code of ethics policy)
Executive Director	7. Makes final ruling on whether unprofessional conduct has occurred and if sanctions are appropriate. (See code of ethics policy)

**IV. EXHIBITS**

- A) [Code of Ethics](#)
- B) [Code of Ethics Complaint Form](#)