

Code of Conduct & Ethics (1.3)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The Code of Conduct & Ethics establishes expectations for professional behavior, integrity, and accountability at Good Days Adolescent Special Needs Center. It ensures that all staff, volunteers, and representatives uphold the highest ethical standards in serving our students, families, and community.

Section 1: Guiding Principles

All individuals associated with Good Days Center are expected to act with honesty, respect, and professionalism at all times. Our conduct must reflect the organization's values of compassion, inclusion, and empowerment. Each person's behavior contributes directly to the safety, dignity, and trust within our learning environment.

Section 2: Standards of Conduct

All staff and volunteers are required to adhere to the following standards:

- **Professionalism** – Maintain a positive, respectful, and cooperative attitude toward students, families, and colleagues.
- **Integrity** – Act honestly and responsibly in all interactions, ensuring transparency in communication and decision-making.
- **Respect** – Treat every individual with dignity, regardless of ability, background, or belief.
- **Confidentiality** – Protect student and family information in accordance with organizational privacy policies and legal standards.
- **Safety** – Follow all safety procedures and report hazards, abuse, or misconduct immediately.
- **Accountability** – Accept responsibility for personal actions and decisions that impact others or the organization.
- **Conflict of Interest** – Avoid situations in which personal interests conflict with professional duties or the interests of Good Days Center.
- **Boundaries** – Maintain appropriate professional boundaries with students, families, and colleagues at all times.
- **Compliance** – Follow all center policies, local and state laws, and licensing regulations governing professional behavior.

Section 3: Reporting & Accountability

Any staff member or volunteer who witnesses unethical, unsafe, or inappropriate behavior must report it immediately to the Director. The

Director will review all reports confidentially and escalate matters as necessary to the President/Owner. Good Days Center maintains a zero-tolerance policy for retaliation against individuals who report concerns in good faith.

Section 4: Disciplinary Action

Violations of this Code of Conduct & Ethics may result in disciplinary measures, including verbal or written warnings, suspension, or termination. Serious breaches, such as abuse, neglect, or misconduct, will be reported to the appropriate authorities and licensing agencies as required by law.

Section 5: Acknowledgment

All staff and volunteers must review and sign the Policy Acknowledgment Form (E1) to confirm understanding and agreement to comply with this Code of Conduct & Ethics.

Approved: December 2025

Next Review: December 2026