

***Eastern Los Angeles Regional Center
Vendor Advisory Committee (VAC)
Code of Ethics and Business Conduct for Service Providers***

In partnership with the Eastern Los Angeles Regional Center (ELARC,) the ELARC Vendor Advisory Committee (VAC) has developed this Code of Ethics. The purpose of this code is to ensure that the ELARC vendored service providers act with honesty, integrity and transparency in all their interactions with people with developmental disabilities, their families and our community partners. ELARC promotes and models a working environment that values respect, fairness and integrity.

Mission and Purpose

ELARC has a clearly stated mission and purpose, approved by the board with an understanding that any impropriety, or image of impropriety, impacts the effectiveness and ability to fulfill our mission. ELARC is committed to building partnerships, sharing knowledge, creating choices and opening doors for people with developmental disabilities, their families and the people who serve them.

The purpose of the ELARC VAC is to provide recommendations, guidance, and technical assistance to the agency's board of directors. The Committee meets monthly to discuss and review both state and agency issues that impact service providers in the ELARC community.

Inclusiveness and Diversity

ELARC has a policy of promoting inclusiveness and its board members, vendored service providers, employees, and volunteers reflect diversity in order to enrich its programmatic effectiveness. The ELARC VAC encourages all providers take meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment, the people we serve and our community partners.

Conflict of Interest

The ELARC VAC supports the Lanterman Act and expects all vendorized service providers to be good stewards of public funds. We are committed to being transparent to all stakeholders and our decisions are free from conflicting improper influence that could adversely affect our judgment, objectivity, partnership with the regional center, participants in our programs, or our mission.

View the ELARC Conflict of Interest Policy on the ELARC website at <http://www.elarc.org/home/showdocument?id=12902>

Acceptance of Business Courtesies/Gifts

No vendored service provider should accept anything of value from a person or entity doing business with their company. To avoid even the appearance of impropriety, it is advised that service providers not accept gifts of more than a nominal value.

Nor shall vendored providers offer employees of ELARC gifts, meals, or other courtesies of more than a nominal value.



Whistleblower Policy

We are required to support, to implement, and share with all participants, our employees, stakeholders, and people who do business with our companies the Whistleblower policy of ELARC. This policy obligates employees, board members, consumers/families and the vendors when observing or hearing about any alleged improper regional center and/or improper vendor/contractor activity to have the opportunity to report such allegations through a whistleblower complaint process. Definitions of Regional Center or Vendor/Contractor Whistleblower complaints are defined as the reporting of an “improper regional Center or vendor/Contractor activity.”

View the ELARC Whistleblower Policy on the ELARC website at <http://www.elarc.org/about-us/whistleblower-complaint-process>

Zero Tolerance

We are responsible to implement a zero tolerance policy that is based on ELARC’s Zero Tolerance policy. This policy does not allow for any participants dependent on our program to be in fear of neglect, abuse, and/or coercion. We are obligated to teach our employees and to enforce the various laws to protect all children, dependent adults, and elder adults from various types of abuse and neglect. As adopted by the California Legislature, these laws also apply to consumers. The ELARC Zero Tolerance policy requires the application of such laws to consumers of ELARC.

View the ELARC Zero Tolerance Policy on the ELARC website at <http://www.elarc.org/home/showdocument?id=646>

I have received and read the Code of Ethics and Business Conduct Policy and understand my responsibilities.

Name of Vendored Agency/Provider _____

Print Name _____

Signature _____

Date _____