

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**General Employment Policies**

**Section 106 – Business Ethics and Conduct**

**1. General Information**

- a. The successful business operation and reputation of the Partnership for Children, Inc. (PFC) is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws, regulations and required accounting principles as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- b. The continued success of PFC is dependent upon the public's trust, and we are dedicated to preserving that trust. Employees owe a duty to PFC, the public, and the Board of Directors to act in a way that will merit the continued trust and confidence of the public.

**2. Policies**

- a. PFC will comply with all applicable laws, regulations and required accounting principles and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.
- b. Compliance with this policy of business ethics and conduct is the responsibility of every PFC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action up to and including possible termination of employment.
- c. Employees may raise questions or complaints about business ethics and conduct with the Human Resources Coordinator or their supervisor without fear of reprisal.

**3. Exclusion**

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.