



Abuse Prevention Policy

Columbus Relief, Inc. (The organization) does not tolerate abuse or molestation in the workplace or at any activity sponsored by or related to it. The organization provides procedures for employees, volunteers, board members, consumers, victims of sexual abuse, or others to report such abuse, and disciplinary penalties for those who commit such acts. No employee, volunteer, consumer, or other third party, no matter his/her title or position has the authority to commit or allow the commission of sexual abuse or molestation.

The organization has a zero-tolerance policy for any abuse committed by an employee, volunteer, consumer or any other third party. Upon completion of an investigation, disciplinary action up to and including termination of employment, inability to volunteer with the organization, as well as criminal prosecution may result. Staff and volunteers will not abuse consumers in anyway including (but not limited to) the following:

Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints

Verbal abuse: degrading, threatening, cursing

Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations

Mental abuse: shaming, humiliation, cruelty

Neglect: withholding food, water, shelter

Abuse or molestation takes the form of inappropriate sexual contact of a criminal nature or interaction for the gratification of the individual who is representing the organization. Sexual abuse includes sexual assault, exploitation, molestation, or injury. It does not include sexual harassment, which is another form of behavior not tolerated by the organization. Any incidents of sexual abuse reasonable believed to have occurred will be reportable to the appropriate law enforcement and regulatory agencies (i.e. CPS).

Our organization encourages appropriate physical contact with consumers and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff or volunteers toward consumers in the organization's programs will result in disciplinary action, up to and including termination of employment or inability to volunteer with the organization.

Physical evidence of abuse:

- Difficulty walking
- Torn, stained or bloody clothing
- Pain or itching in genital area
- Bruises or bleeding
- Sexually transmitted diseases

Behavioral signs of abuse:

- Reluctance to be left alone with a particular person
- Wearing lots of clothing
- Fear of touch

- Apprehension when sex is brought up

Reporting Procedure:

Any employee or volunteer who learns of an incident of sexual abuse being committed must immediately report it to your supervisor, the Executive Director or Human Resource Director, and complete an incident report. If abuse is suspected, The Ohio Department of Job and Family Services (ODJFS) oversees the investigation of vulnerable adults ages 60 and older in cases of abuse, neglect, and exploitation. If you suspect a vulnerable adult is being abused, neglected, or exploited, you may report it by either using this online reporting system or calling the State of Ohio's Adult Protective Services Hotline at 855-644-6277 (855-OHIO-APS). If you wish to report anonymously, please call the State of Ohio's Adult Protective Services Hotline. The Ohio Department of Job and Family Services has launched 855-O-H-CHILD (855-642-4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county. Reports can be anonymous. All other suspected abuse may be reported to the Columbus Police Department.

Anti-retaliation:

The organization prohibits retaliation made against any employee, volunteer, board member, or consumer who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The organization prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action up to and including termination or inability to volunteer with the organization.

Investigation and Follow-up:

The organization will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. The organization will use its Executive Director, Operational Manager and/or trained designee to investigate the incident. The organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is the organization's objective to conduct a fair and impartial investigation. The organization provides notice that they have the option of placing the accused on a leave of absence or a re-assignment to non consumer contact.

The organization will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Acknowledgment of Abuse Prevention Policy

I have read and agree to comply with my organization's policies regarding abuse prevention policy.

_____ Signature
of Employee or Volunteer Title Date

_____ Witness

Title Date



Code of Conduct with Consumer

The following policy is intended to assist staff and volunteers in making decisions about interactions with consumers. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

Our organization provides our consumers with the highest quality services available. We are committed to creating an environment for consumers that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behavior with consumers or allegation of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Conduct with Consumer outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

Consumers will be always treated with respect.

Consumers will be treated regardless of race, sex, sexual orientation, gender identification, age, or religion.

Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.

Staff and volunteers will avoid affection with consumers that cannot be observed by others.

Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.

Staff and volunteers will not stare at or comment on consumers' bodies.

Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of consumers.

Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.

Staff and volunteers will not have secrets with consumers and will only give gifts with prior permission.

Staff and volunteers will comply with our organization's policies regarding interactions with consumers outside of our programs.

Staff and volunteers will not engage in inappropriate electronic communication with consumers.

Staff and volunteers are prohibited from working one-on-one with consumers in a private setting unless HIPAA compliance is requirements. Staff and volunteers will use common areas when working with individual consumers.

Staff and volunteers will not abuse consumers in anyway including (but not limited to) the following:

- *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints •
- Verbal abuse*: degrading, threatening, cursing
- *Sexual abuse*: inappropriate touching, exposing oneself, sexually oriented conversations •
- Mental abuse*: shaming, humiliation, cruelty
- *Neglect*: withholding food, water, shelter

Our organization will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful name.
- c. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else to make that person look bad.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Acknowledgment of Code of Conduct with Consumers Policy I have read and agree to comply with my organization's policy regarding the Code of Conduct with Consumers.

-Signature of Employee or Volunteer Title Date

Witness Title Date