EVERYONE NY
REIMAGINING DISABILITY

Code of Conduct & Compliance

2026

Introduction

This Code of Conduct (the "Code") applies to all EveryoneNY employees, board members, interns, volunteers, temporary workers, independent contractors, and agents. It is approved by the Board of Directors and reflects our commitment to ethical conduct and compliance with all applicable laws and regulations. The Code supplements, but does not replace, agency policies, program manuals, or procedures. When questions arise, seek guidance from your supervisor or the Corporate Compliance Officer.

Compliance Hotline: 718-756-0942

Compliance Email: compliance@everyoneny.org

Corporate Compliance Officer:

Kimberlyn James – kjames@everyoneny.org – 917-671-9933

Sanction Statement:

Non-compliance with this policy may result in disciplinary action, up to and including termination.

Compliance Statement:

As part of its ongoing auditing and monitoring process in its Compliance Program, EveryoneNY will review these policies based on changes in the law or regulations, as EveryoneNY's practices change, and, at minimum, on an annual basis. Additionally, these policies will be tested for effectiveness on an annual basis or more frequently as identified in accordance with EveryoneNY's Compliance Program. Testing will include but is not limited to ensuring that the policies are appropriately followed; the policies are effective; the policies have been disseminated to all Affected Individuals, as well as notified of any updates or changes.

Tracking of the criteria above and results of the testing will be completed by the Corporate Compliance Officer, or designee. Additionally, results will be reported to the Compliance Committee and Governing Body on a regular basis.

Record Retention Statement:

EveryoneNY will retain these policies and all subsequent revisions, and any related documentation will be retained for a period of, at minimum, six years.

EVERYONE NY
REIMAGINING DISABILITY

Mission

Everyone deserves a future

We work to develop options for all

Everyone needs support

We work to advance the art of care

Everyone has promise

We work to discover potential

Everyone wants to be valued

We work to help others live their best life

Regulatory Framework & Program Alignment

- OPWDD regulations, including Corporate Compliance requirements and documentation standards.
- OMIG compliance program requirements for Medicaid providers.
- CMS Home and Community-Based Services (HCBS) Settings Rule—person-centered practices and community inclusion.
- HIPAA Privacy & Security Rules and the New York SHIELD Act for data protection and cybersecurity.
- Federal and New York State False Claims Acts; New York Labor Law whistleblower protections.

Ethical Standards

- OPWDD regulations, including Corporate Compliance requirements and documentation standards.
- OMIG compliance program requirements for Medicaid providers.
- CMS Home and Community-Based Services (HCBS) Settings Rule, person-centered practices and community inclusion.
- HIPAA Privacy & Security Rules and the New York SHIELD Act for data protection and cybersecurity.
- Be honest and accurate in all records, documentation, and communications.
- Act in the best interests of the people we support and the organization.
- Ask questions and seek guidance when uncertain. Report concerns promptly.

Conflict of Interest

- Avoid actual or apparent conflicts between personal interests and EveryoneNY's interests. Do not use your position, agency information, or property for personal gain. Disclose potential conflicts to your supervisor or the Compliance Officer and complete annual conflict disclosures.
- Outside Activities and Employment
    - Do not conduct outside work during scheduled work time for EveryoneNY.
    - Outside employment must not interfere with responsibilities or create conflicts (including with competitors).
    - Represent the agency positively in the community and online; follow social media guidelines.

Use of Agency Funds and Resources

- Agency assets (funds, equipment, systems, information) are for legitimate business purposes.
- Do not remove or share confidential or proprietary information without authorization.
- Report suspected misuse of funds or assets immediately.

Confidentiality & Information Security

- Protect PHI and confidential agency information; share only for legitimate business purposes and minimum necessary.
- Follow EveryoneNY's Information Security & Data Protection Policy (password management, encryption, device security).
- Never share your credentials; use only approved systems and secure file transfer methods.
- Comply with HIPAA Security Rule and NY SHIELD Act technical, administrative, and physical safeguards.

Recordkeeping, Documentation & Retention

- Record and report information fully, accurately, and timely (service notes, timesheets, billing, financials).
- Never falsify, backdate, or destroy records to conceal information or impede an investigation.
- Retain records in accordance with agency policy and legal requirements (generally at least six years for Medicaid-related records).
- Suspend normal destruction when litigation, audit, or investigation is anticipated or underway.

Fair Dealing, Gifts & Relationships with Vendors

- Do not solicit or accept kickbacks, rebates, or anything of value intended to influence decisions.
- Nominal, unsolicited, non-cash gifts from people supported/families may be accepted if under a modest threshold and not for influence; otherwise, politely decline and report if unsure.
- Business agreements must describe services/items clearly, include reasonable compensation, and comply with purchasing policies.

Respectful, Inclusive, and Safe Workplace

- EveryoneNY prohibits discrimination, harassment (including sexual harassment), and retaliation.
- Make employment decisions based on qualifications and merit; maintain professionalism in all interactions.
- Follow safety rules and report hazards, incidents, or injuries immediately.

Governmental Inquiries & Investigations

- Refer all governmental requests for information or cooperation to the Corporate Compliance Officer immediately. Cooperate fully and truthfully while protecting privacy and confidentiality as required.

Reporting Concerns & Non-Retaliation

- Report suspected violations of this Code, policies, contracts, or laws to your supervisor, the Compliance Officer, or through anonymous channels. Retaliation against good-faith reporters is strictly prohibited and may result in discipline. EveryoneNY protects whistleblowers consistent with federal and state law.
    - Anonymous Hotline: 718-756-0942
    - Compliance Email: compliance@everyoneny.org
    - Corporate Compliance Officer:
        - Kimberlyn James – kjames@everyoneny.org – 917-671-9933

False Claims Acts (Federal & New York State)

- EveryoneNY is committed to prompt, complete, and accurate billing. We prohibit the submission of false or misleading claims and the falsification of documentation. The Federal False Claims Act and the New York State False Claims Act prohibit knowingly presenting false claims to the government and provide whistleblower (qui tam) provisions and protections. Civil penalties and other remedies apply and are adjusted periodically by the U.S. Department of Justice.
- Examples of violations: billing for services not provided, falsifying records, double billing, or using false statements to avoid payments.
- “Knowingly” includes actual knowledge, deliberate ignorance, or reckless disregard of the truth.
- Employees who report concerns in good faith are protected from retaliation.

Corporate Compliance Program

- Corporate Compliance Officer with authority and access to leadership; Board oversight with regular reporting.
- Written policies and procedures, standards of conduct, and risk-based auditing and monitoring.
- Education and training for all workforce members and applicable contractors at hire and annually.
- Effective lines of communication, including anonymous reporting options.
- Prompt investigation, corrective action, and discipline when violations occur.

Your Responsibilities

- Complete required onboarding and annual compliance training; read and follow this Code and policies.
- Be alert to risks and report concerns promptly through any reporting channel.
- Cooperate fully and honestly in audits, reviews, and investigations.
- Uphold EveryoneNY's mission and person-centered practices in all work.