

Employment policy on discrimination

- a. if responsible for evaluating the performance of others, fulfill such responsibility in a fair and considerate manner, based on clearly stated criteria
- b. take reasonable steps to ensure that documentation in records is accurate and reflects the services provided
- c. include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services to clients in the future
- d. establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service
- e. take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate services
- f. take reasonable steps, to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the UCP code of conduct
- g. take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the code
- h. take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible
- i. adhere to commitments made to the organization
- j. work to improve the university's employment policies and procedures and the efficiency and effectiveness of their services
- k. become diligent trustees and managers of the resources of their organization, wisely conserving funds where appropriate
- l. act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class based on race, ethnicity, national origin, color, gender, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability