

SKILLS, Inc.
Code of Conduct
Our Commitment to Ethics and Compliance

SKILLS, Inc. (SKILLS) is proud of its long history of ethics and compliance. It is expected of all of our employees, board, and contractors that we all adhere to a high standard of ethics. Therefore, this code is a guideline for all personnel to follow when conducting business for SKILLS.

FALSE CLAIMS ACTS

The False Claims Acts were established in order to prevent the federal government from receiving fraudulent claims for services. The types of fraud that are of concern under the False Claims Acts include:

1. Billing for goods and services that were never delivered.
2. Submitting false service records.
3. Performing inappropriate or unnecessary medical/rehabilitation services in order to increase billing.
4. Double billing.
5. Winning a contract through kickbacks or bribes.

This code requires that anyone who witnesses anything which may look like one of these areas of concern needs to raise the concern. In order to make it easy and confidential for an employee at SKILLS to raise a concern, simply call the Director of Human Resources at (207) 938-0205, or submit the concern in writing to:

SKILLS, Inc.
Director of Human Resources
461 Hartland Road
PO Box 65
St. Albans, ME 04971

STANDARDS OF CONDUCT

SKILLS activities involve processing a number of claims under MaineCare, DHHS, and other federal and state regulations. We must have strict rules to avoid or guard against fraud or dishonesty. If you suspect any fraud or dishonesty, you must report it. The incident will be reviewed by our senior management team and where appropriate, legal counsel.

SKILLS STAFF ARE EXPECTED TO:

REFRAIN FROM MISREPRESENTATION

Honesty based on clear communication is the cornerstone of ethical disclosure of information.

SKILLS shall be honest when conducting agency business. Staff must report and record all information accurately and honestly whether verbally or on marketing material, consumer records, requests for payment, time sheets, financial reports, and all other documents used to support business operations.

SUBMIT ACCURATE BILLINGS AND FINANCIAL REPORTS

Agencies having oversight over SKILLS operations require accurate, careful, and timely documentation. Billing activities are required to be performed in a manner consistent with the applicable laws and regulations. The following conduct is unacceptable by SKILLS personnel:

- Knowingly making a false statement for use in determining rights to a benefit or payment.
- Knowingly accepting payment for a service or product which is not consistent with a person's plan of care (not medically necessary) or justified according to what has been promised.

ENSURE PROPER USE OF SKILLS' ASSETS

All managers must utilize appropriate internal accounting controls over all areas of their responsibility to ensure safeguarding SKILLS' assets and the accuracy of financial records and reports.

OBTAIN CERTIFICATES OF NEED AND LICENSURE

SKILLS is licensed by various regulatory bodies. Staff are expected to know the regulations as appropriate to their participation within the organization. If staff have a question about the regulations, they should direct those questions to the appropriate director for clarification.

PREVENT UNFAIR TRADE PRACTICES

SKILLS will comply with all laws pertaining to the restraint of trade and unfair competition. Such laws generally forbid any agreement, whether written or verbal, between competitors to fix or control fees for services or to engage in any other conduct that results in restraint of competition.

The following is prohibited:

- Attempts to unlawfully monopolize a provision or service.
- Fixing or controlling fees or prices including setting unreasonably low prices to drive out competition.
- Discussing with competitors such information as pricing.

PREVENTING UNLAWFUL REFERRALS AND KICKBACKS

Both federal and state laws specifically prohibit any form of kickback, bribe, or rebate made

directly or indirectly to induce purchase of a good or service. As a provider, neither SKILLS nor any of its employees shall receive any improper inducement nor offer any improper inducement to a potential customer.

ADHERE TO TAX EXEMPT REQUIREMENTS

SKILLS is a tax exempt organization. In order to comply with applicable laws, SKILLS must operate for the benefit of the community and must avoid what the tax laws call private inurement or private benefit. All tax exempt forms must be solely used for the purpose intended by the agency. No employee shall use a tax exempt certificate for their own personal purpose.

ENGAGE IN APPROPRIATE FUNDRAISING

SKILLS adheres to its fundraising policies in the benefit of the agency's mission. All funds raised must be reported to the finance office and recorded properly for adequate tracking and management. Under no circumstances will donated funds be placed in a non-SKILLS account.

PREVENT THEFT

SKILLS staff must not take, consume or use property, services or funds belonging to SKILLS for personal use without consent or proper authorization from the Executive Director.

AVOID CONFLICT OF INTEREST

A conflict of interest arises if a person's judgment and discretion is, or may be, influenced by personal considerations or if the interests of SKILLS are jeopardized. Specifically:

- Relatives, domestic partners, or employees who are dating should not supervise or report to each other, nor should they work on the same shift at the same location.
- Other outside employment is prohibited to the extent that it interferes with an employee's performance.
- Proprietary information used by SKILLS should not be used for any outside employment purpose or personal use.
- Borrowing funds and/or items from individuals we support is prohibited regardless of whether the individual agreed to the loan or not.

DISCIPLINE FOR VIOLATIONS

Disciplinary action may be taken for:

- Authorization of, or participation in, actions that violate the Code.
- Failure to report a suspected violation of the Code or to cooperate in an investigation.
- Failure by a violator's supervisor to detect and report a suspected violation of the Code if such failure reflects inadequate supervision or lack of oversight.
- Retaliation against an individual for reporting a suspected violation of the Code.

This policy shall be available on the agency's website and intranet.

