

Our mission is to uplift under-served individuals and their families by doing whatever it takes.

BACS Board of Directors will:

- ♥ Strive to uphold all applicable laws and regulations, to protect and/or enhance BACS' ability to accomplish its mission. Applicable legislation will be distributed to all Board Members on a timely basis.
- ♥ Maintain the confidentiality of the Board, staff, and clients of the agency.
- ♥ Review the Code of Ethics when making policy or engaging in activities at BACS.

BACS Administration will:

- ♥ Ensure that the agency is managed with honest and integrity.
- ♥ Ensure fair, unbiased hiring and promotion procedures.
- ♥ Evaluate employees on a fair and consistent basis in a timely manner.
- ♥ Set a high standard of professionalism for all staff.
- ♥ Honor the privacy of all employees.

BACS Employees and Volunteers will:

- ♥ Treat persons served with respect and dignity.
- ♥ Strive to meet performance standards at the highest level.
- ♥ Refuse to engage in or tolerate any fraud, misuse, abuse, or waste of BACS resources.
- ♥ Encourage growth and self-improvement in themselves and their co-workers.
- ♥ Exhibit respect for co-workers and all those with whom they come into contact.
- ♥ Comply with all legal requirements concerning substance abuse.
- ♥ Comply with all other laws and regulations affecting the organization and their personal obligations.
- ♥ Support a work environment that is open and non-secretive while being mindful of the need for confidentiality.
- ♥ Seek out input from persons served in the programs.
- ♥ Maintain an atmosphere in which those served may learn and develop.
- ♥ Respect our clients' legal rights at all times.
- ♥ Discuss any questions concerning interpretations or compliance with the Code of Ethics with respective supervisor.
- ♥ Encourage the reporting of breaches of the Code and protect those who report.
- ♥ Adhere to the policies established by Alameda County Behavioral Health Department and the California Board of Behavioral Science Examiners.
- ♥ Follow the Code of Ethics of one's professional association.
- ♥ Follow all laws and regulations regarding clients rights including elder and dependent abuse reporting.

BACS Fiscal Operations Department will:

- ♥ Ensure that all financial practices of BACS shall be handled in accordance with the applicable federal, state, and local laws.
- ♥ Secure an independent financial audit annually, and distribute a copy to each Board member.
- ♥ Provide financial reports in a complete & timely manner to allow the Board and management to meet their fiduciary responsibilities.
- ♥ Maintain internal fiscal controls.
- ♥ Maintain an accounting department that is based on honesty and operates with integrity.

BACS Fund Development Department will:

- ♥ Maintain the integrity of BACS in all marketing activities so as to merit the continued support and trust of the public.
- ♥ Present all information regarding Bay Area Community Services in a truthful and honest manner.
- ♥ Develop marketing materials that ensure BACS' accountability to the public.
- ♥ Make full and fair disclosures of all relevant information to donors and funders who have a right to know how their dollars are spent
- ♥ Respect the contracts of all foundations regarding restricted funds.
- ♥ Respond quickly to all requests for information.