SYNC RECOVERY COMMUNITY
SyncRecovery.org

PO Box 294, Riegelsville, PA 18077 • info@syncrecovery.org • (610) 651-0707

Employee and Volunteer – Code of Ethical Standards and Conduct

Our Mission

To support long-term recovery from substance-use disorders through activities that foster community, service, and personal growth.

Our Vision

A recovery journey filled with health, purpose and passion for life.

Our Purpose

Using our Four Core Components of a healthy recovery lifestyle *(social • spiritual • service • health)*, Sync conducts dynamic programs that create opportunities for personal growth, self-discovery and empowerment.

Taking part in activities with people we enjoy prevents relapse of risky and life-threatening behaviors. Isolation and shame are risks for those want to maintain long-term sobriety. Our programs help people form connections not only as a cure for isolation but a source of support and advice.

Synchronicity Recovery Foundation, LTD ("Sync") is committed to maintaining the highest ethical standards in everything we do. All employees and volunteers must act fairly and with integrity and in the best interest of Sync and those who participate in our events and activities, and other stakeholders. All employees and volunteers are expected to comply with legal and ethical standards and avoid conflicts of interest and situations that may appear unethical.

We support all pathways to recovery, including the health and wellness of people who use drugs or alcohol. We avoid use of derogatory and stigmatizing language to describe the persons, families, groups and communities we serve.

This Code of Conduct applies to all employees, volunteers and board members.

Confidentiality & Conflicts of Interest:

Employees and volunteers must always protect the private information of all participants, staff, and volunteers in compliance with federal, state, and organizational privacy policies. Unauthorized disclosure of confidential information is strictly prohibited. Never share identifying details or photos of participants on personal social media accounts or outside professional settings.

Employees must avoid situations where personal or financial interests interfere with their duties. All conflicts of interest must be disclosed to leadership.

Workplace Relationships & Boundaries:

Employees and volunteers are not allowed to engage in romantic or sexual relationships with other Sync staff members. Employees cannot accept money, gratuities, or valuable items from participants, volunteers or their families.

Employees and volunteers must set and maintain professional boundaries with participants and colleagues, according to their official capacity and training provided. Employees and volunteers will only provide service within the scope of their competence.

Employees and volunteers will not engage in inappropriate physical contact with persons they serve.

Organizational Fundraising:

All organizational fundraising efforts will adhere to ethical standards, legal requirements, and transparent communication practices. Any fundraising will be conducted with integrity and in alignment with the organization's mission and values. Personal fundraising at work is not allowed.

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Sync Recovery Community facilitates fun and inspiring events that connect people affected by substance use disorder. We offer action based peer support incorporating social connection, spiritual principles, health and wellness activities, and service opportunities. These are evidence-based modalities encouraged to maintain long term sobriety.

Sync Recovery Community's events and programs are administered by Synchronicity Recovery Foundation, Ltd. The foundation is a 501(c)(3) public charity as described in the US Internal Revenue Code. Synchronicity Recovery Foundation, Ltd is not a treatment provider or government agency, and does not provide clinical services.

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Contractual Relationships:

All contractual relationships entered on behalf of Sync must be conducted with honesty, fairness, and transparency. Employees involved in negotiating or managing contracts must act in the best interest of the organization and avoid any actions that could be perceived as favoritism or self-dealing.

Contracts should be reviewed carefully to ensure compliance with all applicable laws, regulations, and ethical standards. Any actual or potential conflicts of interest related to a contractual agreement must be disclosed to leadership immediately.

External Communications:

Occasionally, employees may be contacted by outside sources requesting information about Sync matters, including information regarding current or former employees, Sync projects, events, or other workplace issues. To avoid providing inaccurate or incomplete information to outside sources, and the possible negative exposure that may result from providing information about Sync to outside sources, any employee contacted by any outside source regarding Sync should immediately contact the Executive Director.

Social Media:

Sync understands that some employees and volunteers participate in social networking and may have personal websites, including blogs. While we respect staff members' internet use, their online presence can reflect or be attributed to Sync. Employees and volunteers should use social media—even on their own time—responsibly and respectfully to others.

Employees and volunteers are prohibited from posting comments that disparage, discriminate or harass the organization, fellow staff or our participants or to discuss internal business matters while social networking or any online activities. Employees are also prohibited from including their company email address in their personal profiles on social networking sites.

Media Contacts:

If a representative from any media organization (e.g., television, radio, or newspaper reporters) contacts an employee, the employee should immediately refer the representative Sync's Executive Director. No employee may communicate with media agents regarding Sync without prior authorization from the Executive Director.

Workplace Safety & Substance Use:

Employees and volunteers shall conduct all organizational activities completely free from the influence of illegal drugs or alcohol. To maintain a safe environment, employees and volunteers must immediately report safety hazards, threats, or breaches of conduct to management.

Compliance and Violations:

Employees and volunteers are responsible for ensuring compliance with this policy. Any suspected violation of the Code of Ethics must be reported to a supervisor as soon as possible. If a supervisor is unavailable, reports should be made to another supervisor in the employee's chain of command. No retaliation will be taken against individuals who report violations in good faith. Disciplinary actions, up to and including dismissal of volunteers or termination of employment, may be taken for violations of this code.

Sync reserves the right to update or modify this policy as needed to ensure compliance with ethical and professional standards.

Acknowledgment and Signature:

I have received, read, and agree to abide by the Synchronicity Recovery Foundation Employee and Volunteer Code of Conduct.

Date: _____

Printed Name: _____

Signature: _____

Submit by Email

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