**The Code of Conduct of the**

**Persons with Disabilities Workgroup (PDW)**

**Purpose Statement:** To provide Members of the Persons with Disabilities Workgroup (PDW) standards of conduct during meetings.

1. **Personal Responsibilities**
   1. Be on time to all meetings.
   2. Take an active part in PDW discussions.
   3. Act in a safe, courteous, and respectful manner at all meetings.
   4. Be culturally sensitive to everyone at all times. This includes IEHP Members, staff and other individuals at the meeting.
   5. Be aware and sensitive to the healthcare needs of others.
   6. Behave in ways that allow others a chance to be heard and have their ideas considered.
   7. Do not reveal Protected Health Information (PHI) during meeting discussions.
   8. Be accountable for your opinions and feedback. Fellow Members should not feel ridiculed, uncomfortable, or threatened.
   9. Be respectful of other’s opinions, feedback, and comments.
   10. Comply with the Code of Conduct of the PDW.
2. **Policy** 
   1. The purpose of the PDW is to provide a mechanism for structured input from IEHP Members regarding how IEHP structure or operations impact their care delivery.
   2. IEHP does not tolerate illegal discrimination or harassment of any kind on account of race, color, religion, national origin, ancestry, sex, marital status, disability, sexual orientation, gender identity or on any other category protected by federal or state law.
   3. Weapons are not allowed at IEHP PDW meetings.
   4. PDW Members may not accept gifts of any kind from outside parties that would influence the discussion and opinions during the meeting. Any Member who has a conflict of interest will be subject to removal from the PDW.
   5. PDW Members are not entitled to special privileges granted above other IEHP Members, under any circumstances.
   6. PDW membership cannot be used as a means to receive any special offer or service from IEHP Providers, vendors, community organizations, partners, etc.
   7. Report any violations of the Code of Conduct of the PDW.
   8. The PDW Membership term is for one (1) calendar year. Members may serve additional terms at the request of IEHP pending the approval of the Chief Executive Officer or their designee.
   9. Membership in the PDW is a privilege not a right; Members join at his/her own will.
   10. To become a Member of the PDW, a Member must meet the qualifications, attendance standards, and follow the Code of Conduct of the PDW.
   11. Only IEHP Members can apply for the PDW.
   12. Membership in the PDW is not a form of employment.
3. **Meeting Procedure**
   1. Meetings shall begin at 12:00PM.
   2. Meetings will begin with a call to order from the PDW Chairperson followed by optional introductions and approval of the minutes (prior meeting).
   3. Members will introduce themselves by stating their name and enrolled program.
   4. Opinions and feedback may be voiced during the meeting in an orderly conduct.
   5. Members must raise their hand, state their name, followed by their question/comment.
   6. Stay on-topic when discussing an issue or asking a question; avoid discussing personal information.
   7. Do not discuss personal issues during the meeting.
   8. Members may discuss personal issues with a Member Services Representative at the end of the meeting.
   9. Meetings are for two (2) hours once every three (3) months at IEHP.
   10. Special meetings of the PDW may be called at any time.
4. **Attendance** 
   1. Members of the PDW must make every effort to attend all meetings.
   2. Members who miss two or more meetings without a legitimate excuse will be terminated from the PDW.
   3. Legitimate excuses[[1]](#footnote-1) will not be counted against the Member.
   4. For an absence to be considered legitimate, Members must inform the PDW Chairperson of their reason for not attending, prior to the meeting (this does not apply to medical emergencies).
   5. Any Member who is removed from the PDW may appeal to the Chief Executive Officer.
   6. A request for removal from the PDW needs to be made to the Chief Executive Officer.

As a Member of the PDW, I hereby acknowledge that I have read and understood The IEHP Code of Conduct of the Persons with Disabilities Workgroup. I agree to adhere to the standards of behavior outlined in the Code of Conduct, and to not reveal any Personal Health Information (PHI) during the meeting. I understand that I may lose my privilege as a member of the PDW, or be removed from the PDW, should I intentionally violate the Code of Conduct of the Persons with Disabilities Workgroup.

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PDW Member Name and IEHP ID# *(please print)*

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 PDW Member *(signature)* Date

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PDW Chairperson *(please print)*

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PDW Chairperson *(signature)* Date

1. Legitimate Excuse: a personal illness, personal or medical emergency. [↑](#footnote-ref-1)