

Montana Council on Developmental Disabilities  
POLICY # 8.1  
Adopted January, 2008, Amended March 12, 2009

### **SUPPORT PERSON'S CODE OF CONDUCT**

The Montana Council on Developmental Disabilities (Council) must ensure all Council members have the supports needed to fully and meaningfully participate in all Council meetings and Council activities.

Supports are based on the needs of, and directed by, each Council member. The supports that may be provided include, but are not limited to, assistance with:

- Transferring
- Dressing and other personal hygiene tasks
- Arranging transportation and driving when necessary
- Meals
- Understanding the written materials and oral communications, before, during and after meetings
- Orientation to meeting space, restaurant and overnight rooms

The Council member receiving the supports evaluates the support person's performance on an ongoing basis and may direct any changes in supports. Support persons sit at the table with the Council members to assist the Council member, but not participate in Council business.

The Council requires support persons to respect all Council members':

- Self-determination
- Independence
- Inclusion and integration in all Council meetings and Council sponsored events

The Support Person's Code of Conduct applies to all persons providing support to Council members and must be complied with at all times. Support persons must immediately withdraw from any activities or encounters that are violations of this policy. Violations of the policy will result in termination of the agreement for the support person's services.

Support persons must adhere to the following performance expectations in providing support to members of the Council:

- **Accuracy** – The support person must assist the member to understand written and oral information accurately. If the support person does not understand the information, the support person

must inform the member and find knowledgeable sources to assist in interpreting.

- **Cultural Appropriateness** – The support person must be sensitive to and respectful of the cultural background, abilities and disabilities of the individuals they serve and all members of the Council.
- **Confidentiality** – Support persons must keep the details of supports provided to Council members confidential. Support persons shall not divulge any information obtained through their assignments, including information gained through access to documents or other written materials.
- **Conflict of Interest** – Support persons must disclose any real or perceived conflict of interest that would affect their objectivity in the delivery of service.
- **Non-discrimination** – Support persons must provide supports without any discrimination on the basis of gender, disability, race, color, national origin, age, socio-economic or educational status, religious, political or sexual orientation.
- **Professional Demeanor** – Support persons must be punctual, prepared and dressed in a manner that is appropriate and not distracting from the situation. Support persons must refrain from alcohol or illegal drugs while providing supports to Council members.
- **Inability to Perform Duties** – Support persons must assess their ability to do their assigned tasks assigned by the member. If a support person has any reservations about his/her competency, they must immediately notify the member and offer to withdraw as their support person.

**SUPPORT PERSONS MUST NOT DO ANY OF THE FOLLOWING:**

- Support persons must not accept additional money, consideration, gifts or favors for services from the member or other outside entities above the amount of compensation provided by the Council for providing supports to Council members.

- Support persons must not use the Council facilities, equipment or supplies for private or other's gain or advantage, and/or attempt to use their position to secure privileges or exemptions.
- Support Persons must not express personal opinions or give advice about Council members or staff or about issues being discussed or considered by the Council before, during or after Council meetings, Committee meetings and Council sponsored activities.
- Support Persons who are observed attempting to influence the member through prompting or guiding will be removed from the meeting. Support persons do not address the Council other than they may in an identified public comment period.

I have read, understand and agree to the above stipulations on what a support person to a Council member agrees to do and not to do.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name