

**APPENDIX A**  
**DEPARTMENT OF DRUG AND ALCOHOL PROGRAMS**  
**CODE OF CONDUCT**

As an approved contractor with the Department of Drug and Alcohol Programs (DDAP), all trainers are required to perform their duties with professionalism, integrity, and impartiality. Additionally, all trainers should understand, support, and implement the mission of DDAP. We recognize that we engage with trainers because of their personalities and character, in addition to their expertise and abilities as educators. While we understand that a balance of formality and informality is inherent to a successful training; we require that all components of a training session appropriately cultivate a friendly, inclusive, and engaging atmosphere for all participants.

The following code applies to all contracted DDAP trainers.

1. Representation of Interests

- 1.1. When facilitating a training authorized by DDAP, Trainers shall not represent any other agency, provider, etc.
- 1.2. Trainers may not bring any unauthorized materials for sale or distribution before, during, or after a DDAP-authorized training event.
- 1.3. Trainers shall refrain from engaging in political activity when representing DDAP. This includes engaging in non-course related political discussions with training participants during a DDAP-authorized training event.

2. Misuse of Information

- 2.1. Trainers may not use DDAP-owned training materials at training events that are not authorized by DDAP through a Letter of Engagement (LOE).
- 2.2. Trainers may not make any changes to any DDAP-owned training materials. If a Trainer believes changes are necessary, they must contact the DDAP Training Section. The Training Section will review the requested changes and determine if they can be approved.
- 2.3. Trainers shall always observe the copyright and trademark laws and respect intellectual property of others. Proper acknowledgement and referencing shall be exercised in all materials used.
- 2.4. Trainers must not deliver training on any subject outside of their professional skill, knowledge and understanding. Trainers are required to have met the minimum DDAP requirements and be approved to teach the course.

### 3. Professional Conduct

3.1. Trainers shall present themselves in a professional manner at all times when representing DDAP.

3.2. Trainers shall wear business attire while facilitating DDAP-authorized trainings.

For men, this includes:

- Button-down shirts (tie optional)
- Polo shirts
- Trousers/slacks/khakis (no jeans)
- Appropriate footwear (no sneakers or flip flops), which must be worn at all times during the training

For women, this includes:

- Blouses
- Polo shirts
- Trousers/slacks/khakis/skirts/dresses (no jeans)
- Appropriate footwear (no sneakers or flip flops), which must be worn at all times during the training

3.3. Punctuality is a critical aspect of professionalism and classes should start on time. You must be at a training no later than 30 minutes prior to the start time. You must contact the Training Section if you will not arrive 30 minutes prior to the start time.

3.4. All trainers are evaluated at the end of each course by students. These evaluations will be reviewed and any concerns or deficiencies that arise will be addressed by the Training Section. In addition, Training Coordinators may attend trainings unannounced to perform an evaluation and ensure adherence to DDAP policies and course content.