Westlock Independence Network

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EMPLOYEE CODE OF ETHICS

I. RESPONSIBILITY TO CLIENTS

I AFFIRM THAT

I shall not discriminate against or refuse professional services to anyone for any reason including but not limited to race, color, creed, age, sex, sexual orientation, religion or national affiliation.

I shall not use my professional relationship with clients to further my own interests.

I shall continue professional relationships only so long as it is reasonably clear that clients are benefitting from the relationship.

I shall assist persons in obtaining other professional services if I am unable or unwilling for appropriate reasons, to see individuals who have requested professional help.

I shall not abandon or neglect clients in services without making reasonable arrangements for the continuation of such services.

I shall evidence a genuine interest in all my clients, and do hereby dedicate myself to the best interest of my clients and to helping them help themselves.

II. CONFIDENTIALITY

I AFFIRM THAT:

I shall respect the privacy of clients and hold in confidence all information obtained in the course of professional service. Therefore, I will not disclose client confidences to anyone, except: (1) as mandated by law; (2) to prevent a clear and immediate danger to a person or persons; (3) where I am a defendant in a civil, criminal, or disciplinary action arising from the support service (in which case client confidences may only be disclosed in the course of action); (4) if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver. I recognize that confidentiality and privacy requirements apply also to co-workers and the activities of WIN.

I shall be responsible to store or dispose of client records in ways that maintain confidentiality.

I shall evidence a professional attitude which upholds confidentiality toward clients, colleagues, applicants and any sensitive situations arising within the agency.

Upon my termination, I shall maintain client, co-worker and WIN confidentiality and I shall hold as confidential, information about sensitive situations involving such.

III. RESPONSIBILITY TO COLLEAGUES

I AFFIRM THAT:

I shall respect the rights and views of my fellow professionals and treat them with fairness, courtesy, maturity and good faith.

I shall be aware of my potential influences on volunteers and co-workers and will not exploit their trust. I will make every effort to ensure dual relationships with volunteers or co-workers do not impair my professional judgment.

I shall not engage in or condone any form of harassment or discrimination.

I shall not permit volunteers or fellow employees to perform or present themselves as competent to perform services beyond their training and/or level of experience.

When I replace a colleague or am replaced, I shall act with consideration for the interest, character and reputation of the other professional.

I shall extend respect and cooperation to colleagues of all professions.

I shall not assume professional responsibility for the clients being served by a colleague without appropriate consultation with the colleague.

If I see a client served by a colleague during a temporary absence or emergency, I shall serve that client with the same devotion and consideration that is afforded any client.

If I have the responsibility for employing and evaluating the performance of other staff, I shall do so in a responsible, considerate and equitable manner.

If I know firsthand that a colleague has violated ethical standards, I shall attempt an informal solution by bringing this to my colleague's attention. I shall then immediately report the unethical activity to my supervisor.

IV. RESPONSIBILITY TO EMPLOYERS

I AFFIRM THAT:

I shall work to improve the effectiveness and efficiency of services provided by WIN.

I shall act to prevent and eliminate discrimination in work assignments, personnel policies and practices.

I shall use the resources of the agency only for the purposes for which they were intended.

I shall fulfill any and all commitments made by me to the agency.

I shall maintain respect for agency policies, procedures and management decisions and will take the initiative toward improvement of such, when it will better serve the best interest of clients we serve.

I shall preserve the integrity and reputation of the agency.

V. PUBLIC STATEMENTS

I AFFIRM THAT:

Because of my ability to influence and alter the lives of others, I shall exercise special care when making my professional recommendations or opinions public through testimony or other public statements.

I shall accurately represent my education, training, experience and competencies as they relate to my profession.

I shall correct, whenever possible, false, misleading or inaccurate information and representations made by others concerning my qualifications or services.

If serving as a supervisor, I shall make certain that the qualifications of persons under my supervision are represented in a manner that is not false, misleading or deceptive.

I shall abide by agency polices related to public statements.

V. PROFESSIONAL COMPETENCY

I AFFIRM THAT:

I have a total commitment to provide the highest quality of care to those who seek my professional services.

I have continuing commitment to assess my own personal strengths, limitations, biases and effectiveness.

I shall strive to become and remain proficient in professional practice and the performance of professional functions.

I shall act in accordance with the highest standards of professional integrity.

I shall not attempt to diagnose, treat or advise on problems outside the recognized bounds of my competence.

I shall seek appropriate professional assistance for personal problems or conflicts that may impair work performance or professional judgment.

I UNDERSTAND THAT:

Violation of this code of ethics may be grounds for immediate dismissal.

Signature Date

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