|  |
| --- |
| **Section: Human Resources HR126.01** |
| **Policy and Procedure: Code of Ethics for Social Service Personnel** |

**Policy:**

Waterston Centre shall abide by The Salvation Army “Code of Ethics for Social Service Personnel”

**Procedure:**

All management will sign this code of ethics with the original signed copy being placed in the file.

All staff will be aware of this code of ethics. It will be posted on the staff board.

Responsibility to Clients and Colleagues:

* Respect and protection of the civil and legal rights of all persons
* Regard for the dignity and best interests of each person recognizing that he/she has a right and an obligation to take responsibility for personal actions and choices.
* Confidential retention of all information and knowledge related to the individual and related parties with disclosure only as properly and legally authorized
* Honest, clear and direct communication
* Commitment to relationships marked by cooperation, courtesy and mutual trust.

Responsibility to the employer:

* Commitment to an effective and efficient service to clients
* Diligent handling of all documentation, records and reports according to policy and procedure
* Conduct worthy of professional staff
* Adherence to all health and safety regulations, standards, policies and procedures which are mandated for the safe and efficient operation of the service
* Use of management practices established by the agency
* Ethical use of resources
* Avoidance of any conflict of interest \*
* Disclosure to the appropriate authority any direct or indirect situation which may lead to a conflict of interest

*\* Conflict of interest exists when the employee uses position, authority, or privileged information to:*

1. *obtain an improper benefit, directly or indirectly or*
2. *obtain an improper benefit for a friend, relative or associate or*
3. *make decisions that will negatively affect the organization*

Note:

Employees are required to sign the Employee Code of Conduct pamphlet at date of hire. The Code of Conduct is a further clarification of the Code of Ethics and is placed on the employees’ personal file. See policy HR159.01