

EMPLOYEE CODE OF ETHICS



BUSINESS ETHICS:

- I shall not discriminate against or refuse psychosocial rehabilitation services to anyone on the basis of race, color, creed, age, gender, disability, religion or national affiliation.
- I shall not use my counseling relationship with clients to further my own interests or allow any inappropriate relationship with clients to occur.
- I shall continue counseling relationships only so long as it is reasonably clear that clients are benefiting from the relationship.
- I shall assist persons in obtaining relevant services if I am unable or unwilling, for appropriate reasons, to provide relevant services.
- I shall evidence a genuine interest in all my clients, and do hereby dedicate myself to the best of my clients and to helping them help themselves.
- I shall fulfill any and all commitments made by me to the Agency.
- I shall use the resources of the Agency only for the purposes for which they were intended.

MARKETING ETHICS:

- I shall accurately represent my education, training, experience, and competencies as they relate to my position.
- 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 policies relating to public statements.
- I shall not permit students or fellow employees to perform, or present themselves as competent to perform, services beyond their training and/or level of experience.
- Because of my ability to influence and alter the lives of others, I shall exercise special care when making my recommendations or opinions public through testimony or other public statements.

SERVICE DELIVERY ETHICS:

- I shall work to improve the effectiveness and efficiency of services provided by the Agency.
- I shall not abandon or neglect client services without making reasonable arrangements for the continuation of services.
- I shall maintain respect for Agency policies, procedures and management decisions and will take the initiative toward improvement of such policies, procedures and decisions when it will better serve the best interest of my clients.
- I shall support the integrity and reputation of the Agency.

PROFESSIONAL RESPONSIBILITY ETHICS:

- I have a total commitment to provide the highest quality of care to those who seek my services.
- I have a continuing commitment to assess my own personal strengths, my limitations, my biases and my effectiveness.
- I shall strive to become and remain proficient in the practice and performance of program functions.
- I shall act in accordance with the highest standards of professional integrity.
- I shall seek appropriate professional assistance for my own personal problems or conflicts that are likely to impair my work performance and my clinical judgment.

HUMAN RESOURCE ETHICS:

- I shall act to prevent and eliminate discrimination in work assignments or in personnel policies or practices.
- I shall respect the rights and views of my fellow workers and treat them with fairness, courtesy and good faith.
- I shall be aware of my potential influence on students and co-workers and will not exploit their trust. I will make every effort to avoid dual relationships that could impair my judgment.
- I shall not engage in or condone any form of harassment, discrimination or preferential treatment.
- I shall respect the confidences of my co-workers.
- When I replace a colleague or am replaced, I shall act with consideration for the interest, character and reputation of the other colleague.
- I shall extend respect and cooperation to colleagues of all professions.
- I shall not assume professional responsibility for the clients of a colleague without appropriate consultation with that colleague.
- If I see clients of a colleague during a temporary absence or emergency, I shall serve those clients with the same devotion and consideration as that afforded any client.
- If I have the responsibility for employing and evaluating the performance of other staff, I shall do so in a responsible, fair, considerate and equitable manner.
- If I know first-hand that a colleague has violated ethical standards, I shall bring this to my colleague's attention for correction and/or a solution. If this fails, I shall report the unethical activity to my supervisor.