



## CODE OF ETHICS & CONDUCT

**\*NOTE: By signing a copy of this code of ethics, I, as a staff member of the Child Development Centre of Fort St. John & District affirm that:**

1. I will not discriminate against or refuse professional services to anyone on the basis of diversity.
2. I will not impose my personal beliefs on my clients – be that religious, cultural or otherwise.
3. I will not use my professional relationship to further my own interests.
4. I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interest and helping themselves.
5. I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service.
6. I will maintain confidentiality when storing or disposing of client records.
7. I will maintain a professional attitude, which uphold confidentiality towards individuals served, colleagues, applicants and the Fort St. John Child Development Centre.
8. I, upon termination, will maintain client and co-worker confidentiality, and I will hold as confidential any information I obtained concerning the Centre.
9. I will respect the rights and views of my colleagues, and treat them with fairness, courtesy and good faith.
10. I will not engage in inappropriate / personal conversations with or in front of clients.
11. I will not exploit the trust of the public or my co-workers.
12. I will make every effort to avoid relationships that could impair my professional judgment.
13. I will agree to the process of required Criminal Records Checks.
14. I will not engage in or condone any form of harassment or discrimination.
15. I will not permit fellow staff members to present themselves as competent or perform services beyond their training and/or level of experience.
16. I will respect the confidences of my co-workers.
17. When I replace a colleague or am replaced, I will act with consideration for the interest, character and reputation of the other professional.

18. I will extend respect and cooperation to colleagues of all professions.
19. I will not assume professional responsibility for the clients of a colleague without appropriate consultation with the colleague.
20. If I have the responsibility for employing and evaluating staff performance, I will do so in a responsible, fair, considerate and equitable manner.
21. If I know that a colleague has violated ethical standards, I will bring this to my colleague's attention. If this fails, I will report the activity to my supervisor, Executive Director or designate.
22. I will accurately represent my education, training, experience and competencies as they relate to my profession.
23. I will correct, when possible, misleading or inaccurate information and representations made by others.
24. If serving as a supervisor, I will make certain that the qualifications of persons I supervise are honestly represented.
25. I will abide by the Fort St. John Child Development Centre policies regarding speaking to the media. (to be developed)
26. I have total commitment to provide the highest quality of service to those who seek my professional assistance.
27. I will continually assess my personal strengths, limitation, biases and effectiveness.
28. I will strive to become and remain proficient in professional practice and the performance of professional functions.
29. I will act in accordance with standards of professional integrity.
30. I will not advise on problems outside the bounds of my competence.
31. I will seek assistance for any problem that impairs my performance.
32. I will follow the Code of Ethics &/or Code of Conduct of any professional organization that I am required to belong as a result of my profession.

I understand that violation of this code may result in disciplinary action up to and including dismissal.

Date Read: \_\_\_\_\_

Staff Signature: \_\_\_\_\_