



## EMPLOYEE CODE OF ETHICS AND CONDUCT

---

I will not discriminate against or refuse professional services to anyone on the basis of diversity.

I will not impose my personal beliefs on my clients – be that religious, cultural or otherwise.

I will not use my professional relationship to further my own interests.

I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interest and helping themselves.

I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service.

I will maintain confidentiality when storing or disposing of client records.

I will maintain a professional attitude, which uphold confidentiality towards individuals served, colleagues, applicants and the Fort St. John Child Development Centre.

I, upon termination, will maintain client and co-worker confidentiality, and I will hold as confidential any information I obtained concerning the Centre.

I will respect the rights and views of my colleagues, and treat them with fairness, courtesy and good faith.

I will not engage in inappropriate / personal conversations with or in front of clients.

I will not exploit the trust of the public or my co-workers.

I will make every effort to avoid relationships that could impair my professional judgment.

I will agree to the process of required Criminal Records Checks.

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

I will not permit fellow staff members to present themselves as competent or perform services beyond their training and/or level of experience.

I will respect the confidences of my co-workers.

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

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

I will not assume professional responsibility for the clients of a colleague without appropriate consultation with the colleague.

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

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.

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

I will correct, when possible, misleading or inaccurate information and representations made by others.

If serving as a supervisor, I will make certain that the qualifications of persons I supervise are honestly represented.

I will abide by the Fort St. John Child Development Centre policies regarding speaking to the media. (to be developed)

I have total commitment to provide the highest quality of service to those who seek my professional assistance.

I will continually assess my personal strengths, limitation, biases and effectiveness.

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

I will act in accordance with standards of professional integrity.

I will not advise on problems outside the bounds of my competence.

I will seek assistance for any problem that impairs my performance.

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.