

HELPING HAND CENTER CODE OF ETHICS

By signing this code of ethics, I affirm that:

- I will not discriminate against anyone on the basis of race, color, religion, sex, national origin, age, physical or mental disability, ancestry, marital status, unfavorable discharge from the military (except dishonorable), sexual orientation, order of protection status, genetic information all in accordance with applicable law.
- I will not engage in or condone any type of illegal harassment or discrimination.
- I will not use my relationship with Helping Hand Center to further my own business or personal interests.
- I will show a sincere interest in those Helping Hand serves and will act always in their best interests.
- I will maintain a professional demeanor with the consumers Helping Hand serves at all times, including after the termination of my employment, and will not engage in any activity with the consumers that is not work related.
- I will respect the privacy of those Helping Hand Center serves.
- I will observe confidentiality when dealing with records of those Helping Hand Center serves.
- I will observe confidentiality toward fellow staff members, job applicants and Helping Hand Center itself, as necessary, as expected, and as defined by the policy.
- Upon termination of my employment from Helping Hand Center, I will maintain necessary confidentiality regarding information obtained about Helping Hand Center or those it serves.
- I will treat other staff members with respect, fairness, courtesy and good faith.
- I will avoid relationships with the public, clients or families that could compromise my professional judgment.
- If a fellow staff member has violated this code of ethics, or any other ethical standards, I will bring it to the attention of that individual. If this fails to correct the problem, I will report it to my supervisor.
- I will abide by Helping Hand Center's policies related to public statements about Helping Hand Center.
- I will commit to providing the highest quality of service to those Helping Hand Center services.
- I will ask for assistance if a problem adversely affects my ability to perform my duties.
- I understand that violation of any part of this code may be grounds for disciplinary action, up to and including termination.

Team Member Signature: _____ Date: _____