



**COMMUNITY  
SERVICES**

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## Personnel Code of Ethics and Conduct

### **General:**

1. I will treat all individuals with dignity and respect.
2. I will fulfill my obligations and responsibilities with integrity. I will act in a conscientious and trustworthy manner, and promote ethical practices.
3. I will be competent to perform the services and functions I undertake.
4. I will not be under the influence of alcohol and/or illicit drugs, nor impaired through the use of prescription drugs, during my work hours at PLEA.
5. I will not practice, condone, or collaborate with any forms of discrimination on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical and mental abilities, sex, sexual orientation, gender identity or expression, age, or any other prohibited category.
6. I will not practice, condone or collaborate in bullying, harassment or exploitation and will address any incidents of which I become aware.
7. I will seek advice and clarification from my supervisor and/or professional body in situations where I am unsure as to the ethical course of action.

### **Business/Marketing/Contractual Relationships:**

1. I will comply with the code of ethics and conduct in fulfilling all of my responsibilities, both internal and external, including business, marketing and contractual relationships.

### **Communication/Use of Social Media:**

1. I will be accurate and factual in my communications with others and ensure that any communication respects the privacy of other individuals. This applies to all communications, including use of electronic and social media.

### **Conflicts of interest:**

1. I will be alert to and avoid all circumstances in which there exists the possibility that there may be a conflict between my personal interests and those of program participants/residents, and/or the organization.

[www.plea.ca](http://www.plea.ca)

2. I understand that in every case my responsibilities must take precedence over my personal interests.
3. I will take appropriate action to rectify any potential conflict of interest situation.

### **Service Delivery:**

1. I will act to promote excellence in practice within PLEA.
2. I will regard the wellbeing of the individuals I serve as my primary service obligation and make sound decisions that are based on their best interests.
3. I will respect and promote the rights of individuals, including the right to self-determination.
4. I will assist those I serve to identify and clarify their goals, and make informed decisions.
5. I will promote the safety of individuals served at all times.
6. I will use behavior management strategies based on proven best practices.
7. I will protect client's rights to privacy and confidentiality, sharing only information where informed consent has been provided or where there are professional or legal reasons for doing so.
8. I will respect the personal property of clients, except in such circumstances where health or safety is an issue.
9. I will familiarize myself with pertinent information about clients in order to provide appropriate services.
10. I will not engage in the exchange or receipt of money, gifts or gratuities with clients, their families or anyone with whom I may be doing business in the course of meeting my responsibilities. An exception is small tokens which would be considered culturally inappropriate to refuse. I will report the receipt of any such tokens to my supervisor.
11. I will not engage in personal fundraising.
12. I will not take advantage of any professional relationship or association to further my personal, religious, political or business interests.
13. I will maintain appropriate professional boundaries with clients, colleagues and those with whom I may be doing business in the course of meeting my responsibilities.
14. I will refrain from witnessing documents for clients.

### **Professional Responsibilities:**

1. I will meet the professional expectations of my profession.
2. I will ensure that I remain current in my field in order to best fulfill my responsibilities.
3. I will work for the creation and maintenance of organizational policies and procedures consistent with the standards of practice set by this code.

**Human Resources:**

1. I will, to the best of my ability, fulfill the expectations of my position.
2. I will respect the intrinsic worth of all PLEA personnel and will work towards building a respectful and positive environment.
3. I will communicate appropriately and effectively with my colleagues.
4. I will abide by all PLEA policies and procedures and all legislation, regulations and requirements which govern my area of responsibility.
5. I understand that failure to comply with the Code of Ethics and Conduct, relevant Legislation, regulations, requirements and/or PLEA policies could result in disciplinary action, including termination.

**Prohibition of Waste, Fraud and Abuse:**

1. I will refrain from any waste, fraud, abuse or other wrongdoing and will appropriately report any instances of which I become aware.

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I am committed to following not only the letter, but the spirit of the organization's Code of Ethics and Conduct.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ At \_\_\_\_\_ . BC

Name: \_\_\_\_\_ Signed: \_\_\_\_\_