

POLICY: Code of Ethics

APPROVED: May 1993

REVISED: JULY 16, 2012

POLICY:

Each employee of Access Community Services Inc. agrees to uphold the agency Code of Ethics as a condition of their employment. This will constitute a significant obligation for the employee for which they will be held accountable as agency staff.

1. An employee will demonstrate high standards of competency and integrity as outlined in the Staff Code of Conduct Policy, both within the agency and in the wider community.
2. An employee will protect and enhance the trust placed in the agency by its clients.
3. An employee will recognize the influence of his/her role and will deliver services in such a way as to promote the empowerment of the client.
4. An employee will assume responsibility for personal factors which could affect their job performance.
5. An employee will seek assistance when additional expertise is required in order to meet client needs.
6. An employee will protect the confidentiality of all acquired client information. An employee shall disclose such information only when duly authorized to do so or when required or allowed to do so by law.
7. An employee shall not exploit their relationship with the client for personal gratification, gain, or benefit.
8. An employee shall carry out his/her duties and obligations with objectivity and integrity.
9. An employee will promote and advocate for best interest of the client as a professional obligation.