



CODE OF ETHICS

PURPOSE

The purpose of the Code of Ethics is to identify and establish the principles by which the actions of all individuals within the organization are governed. The Code of Ethics provides a framework to our critical thinking and behaviour in each situation encountered in our practice. It is expected that we understand the Code of Ethics and acknowledge that our continued employment and association with the organization is dependent upon upholding this Code.

INTERPRETATION

For the purposes of the Code of Ethics, the organization refers to the Board and its committee members, staff, foster and adoptive parents, students, and volunteers.

PRINCIPLES

I **Integrity**

We are dedicated to, and accept responsibility for, the discharge of our duties with a high degree of personal and professional integrity.

II **Administration of Service**

We undertake, both collectively and individually, to uphold and comply with all laws, rules, regulations, policies and procedures that impact on our job responsibilities and the mandate of the organization.

III **Quality of Service**

While acknowledging the differences which may exist among our respective roles, positions, and responsibilities, we hold each to make a substantial contribution to the work of the organization. Therefore, as members of the organization we undertake to perform our respective duties with competence, conscientiousness, and integrity.

We uphold the values of partnership and empowerment for our clients and our colleagues, and undertake to act in a manner which respects and contributes to their growth and development.

IV **Conflict of Interest**

We will not act in a manner where there is, or is likely to be, a conflict of interest or the appearance of a conflict of interest.

- V Freedom from Discrimination and Harassment**
We recognize and uphold the inherent dignity, worth, and rights of each individual. We undertake to pursue equity and freedom from adverse discrimination and harassment, and to pursue the removal of all barriers to equal opportunity.
- VI Equity and Anti-Oppression**
We recognize and uphold the principle of equitable access to services which are sensitive and responsive to the unique racial, cultural, language, sexual orientation, gender, ability, and age needs of clients and will actively ensure the delivery service which meets these unique needs.
- VII Quality of Communication**
We uphold the principle of open communication within the organization and the creation of a positive environment where the flow of timely, accurate, and candid information supports the achievement of organizational goals and the strengthening of organization values.
- VIII Disclosure of Information**
We will hold in strict confidence all information concerning the business and affairs of the organization and its clients and will disclose such information only if authorized to do so by the organization, in accordance with its policies related to confidentiality and disclosure of information
- VIII Privacy of Records**
Client records are held in the strictest confidence within our paper records, our legacy information systems and our current information system called CPIN. Only those with current authorized and assigned professional duties will access, read, or create a document in those records.