



Westlock Independence Network

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EMPLOYEE CODE OF ETHICS

I. RESPONSIBILITY TO CLIENTS

I AFFIRM THAT

I shall dedicate myself to the best interest of my clients and to helping them to help themselves. I shall not discriminate against or refuse services to anyone for any reason including but not limited to race, color, creed, age, sex, sexual orientation, religion or national affiliation.

I shall not use my relationship with clients to further my own interests.

I shall continue to provide supports only so long as it is reasonably clear that clients are benefitting.

I shall not abandon or neglect clients. I shall assist persons in obtaining other services if I am unable or unwilling for appropriate reasons, to support individuals who have requested my help.

II. CONFIDENTIALITY

I AFFIRM THAT:

I shall respect the privacy of clients and hold in confidence all information obtained in the course of service. Therefore, I will not disclose client confidences to anyone, except:

(1) as mandated by law;

(2) to prevent a clear and immediate danger to a person or persons;

I recognize that confidentiality and privacy requirements apply also to co-workers and the activities of WIN.

I shall be responsible to store or dispose of client records in ways that maintain confidentiality.

I shall maintain confidentiality toward clients, colleagues, applicants and any sensitive situations arising within the agency.

Upon my termination, I shall maintain client, co-worker and WIN confidentiality and I shall hold as confidential, information about sensitive situations involving such.

III. RESPONSIBILITY TO COLLEAGUES

I AFFIRM THAT:

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

I shall be aware of my potential influences on volunteers and colleagues and will not exploit their trust. I will make every effort to ensure dual relationships with volunteers or colleagues do not impair my judgment.

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

I shall not permit volunteers or colleagues to perform or present themselves as competent to perform services beyond their training and/or level of experience.

When I replace a colleague or am replaced, I shall act with consideration for their interest, character and reputation.

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

I shall not assume responsibility for the clients being served by a colleague without appropriate information.

When I support a client during a temporary absence or emergency, who is usually served by a colleague I shall serve that client with devotion and consideration.

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

If I know firsthand that a colleague has violated ethical standards, I may attempt an informal solution by bringing this to my colleague's attention. I shall then immediately report the unethical activity to my supervisor.

IV. RESPONSIBILITY TO WIN

I AFFIRM THAT:

I shall preserve the integrity and reputation of WIN.

I shall work to improve the effectiveness and efficiency of services provided by WIN.

I shall act to prevent and eliminate discrimination in work assignments, personnel policies and practices.

I shall use the resources of WIN only for the purposes for which they were intended.

I shall fulfill any and all commitments made by me to WIN.

I shall maintain respect for WIN policies, procedures and management decisions and will take the initiative toward improvement of such'

I shall exercise special care when making public statements.

I shall correct, whenever possible, false, misleading or inaccurate information and representations made by others about clients, colleagues and WIN.

I shall at all time act and dress in a professional manner.

VI. COMPETENCY

I AFFIRM THAT:

I shall act in accordance with the highest standards of integrity.

I have continuing commitment to assess my own personal strengths, limitations, biases and effectiveness.

I have a commitment to advancing my abilities through ongoing education,

I shall not attempt to diagnose, treat or advise on problems outside the recognized bounds of my competence.

I shall seek appropriate assistance for personal problems or conflicts that may impair my work performance or judgment.

I UNDERSTAND THAT:

Violation of this code of ethics may be grounds for immediate dismissal.

Signature

Date