
4.02 Code of Ethics / Code of Conduct

POLICY

Catulpa strives to have all staff, volunteers, students and consultants working within the agency to conduct themselves with a high degree of professional conduct.

Catulpa employees uphold the agency Code of Ethics as a significant moral obligation as part of their accountability.

PROCEDURES

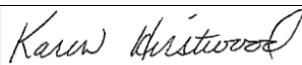

1. Employees maintain high standards of professional behaviour both within the agency and in the wider community.
2. Employees protect and enhance the trust placed in the agency by its participants/persons served.
3. Employees recognize the influence of their roles and will deliver services in such a way as to promote empowerment of person served.
4. Employees assume responsibility for personal factors which could affect professional competencies.
5. Employees maintain and develop professional competence through on-going education and training.
6. Employees avoid dual relationships that could impair professional judgement or increase the risk of exploitation of person served. Dual relationships include but are not limited to business and close personal relationships.
7. Employees are prohibited from engaging in sexual activity with any current person served/person served family member for whom they provide direct service.
8. When persons served require complex service needs, employees are encouraged to draw on additional expertise within and outside the agency in order to meet person served needs.
9. Employees protect the confidentiality of all professionally obtained information. Disclosures of any such information will occur only with the proper authorization from the person served or when legally or professionally obligated, e.g. suspicion of abuse.

10. Employees inform participants/persons served of their rights when receiving services from this agency.
11. Employees are expected to seek assistance for personal issues that are likely to impact work performance or clinical judgement.

INDICATORS

1. No complaints were received that questioned the professional conduct of staff, students, volunteers or consultants of the agency.
2. The agency's Code of Conduct was reviewed annually with staff.

Next Review	August 2023
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Date	Action (Approval, Revision, Review)	Signature
October 2022	Revision	
January 2014	Revision	
March 2018	Revision	