

PEOPLE'S PLACE

Ethics Policy

Approved By: Board of Directors
Review/Revision Date: 10/01/09

PURPOSE

The purpose of this policy is to ensure that the highest standards of agency integrity and professional excellence form the foundation of the agency's activities and service delivery.

I. POLICY STATEMENT

It is the policy of People's Place to operate in accordance with the highest ethical and professional standards.

II. APPLICATION

This policy applies to all People's Place staff, volunteers, and board members.

III. DEFINITIONS

- A. Conflict of Interest – a situation where an employee's actions may compromise the integrity of the agency.
- B. Staff – agency paid employees, volunteers and Board members.

IV. STANDARDS

- A. Staff shall conduct themselves at all times with the highest level of personal integrity and professional excellence.
- B. Staff shall at all times be mindful of the agency and personal responsibilities in the areas of stewardship and accountability and conduct themselves accordingly.
- C. Staff shall at all times maintain the highest ethical standards in all fundraising efforts and ensure that the expenditure of raised funds is within the designation of parameters of donors.
- D. An employee must obtain permission from their supervisor before accepting additional outside employment.
- E. No staff will accept anything of value from any individual or organization, which transacts business with the agency nor offer anything of value to any individual or organization, which transacts business with the agency.
- F. Staff will not use their position for personal gain.

- G. Staff shall not impose their personal beliefs or values on other staff or clients.
- H. No staff or former staff will divulge confidential information to others or allow such information to be used for personal gain.
- I. Staff shall not engage in activities that are, or could be, perceived as a conflict of interest.
- J. If an employee witnesses any act that violates policy or potentially endangers clients or the agency the employee will be held accountable for reporting it to their supervisor immediately.
- K. Dual relationships between supervisors and subordinates that might impair the supervisor's objectivity and professional judgment should be avoided and/or the supervisory relationship terminated.
- L. Dual relationships between staff and the clients they serve should be avoided.

V. EXHIBITS

Dual Relationships Document