

## CODE OF CONDUCT POLICY

### **Policy:**

Community Living-Central Huron is dedicated to ensuring quality supports are provided to every person who accesses the Agency's services. All employees and volunteers are required to abide by an acceptable Code of Conduct when representing the Agency and when performing their job responsibilities. Further, Community Living-Central Huron is devoted to maintaining its reputation for integrity and high moral standards and all employees and volunteers are required to abide by ethical and lawful conduct.

### **Purpose:**

To convey to employees and volunteers the conduct requirements expected as representatives of Community Living-Central Huron when interacting with people supported, co-workers, families, other agencies/services, and the communities in which people live and access services.

### **Guidelines:**

All Employees and Volunteers will:

- Work in the best interests of the people supported;
- Treat people with respect, compassion, dignity and fairness;
- Support, promote and apply the principles of human rights, equity, dignity and respect in the workplace;
- Act fairly and objectively;
- Recognize and address conflicts of interests;
- Think about how our actions may impact on the people supported, co-workers, family, other agencies/services and the community;
- Exercise best judgement;
- Protect the confidentiality of the information entrusted to us;
- Report what we think is not in the best interests of people supported or the Agency;
- Provide support services in an honest and diligent manner;
- Ensure the services provided are within the limits of our knowledge, role, experience and skill and seek the necessary assistance, when appropriate;
- Adhere to statutory acts, regulations, by-laws, civil and criminal laws and never knowingly engage in or condone any unlawful activity or attempt to circumvent the clear intention of the law;
- Maintain personal and professional growth by engaging in activities that enhance the credibility and value of our role;
- Cooperate fully and honestly for investigations of possible performance breaches; and
- Maintain familiarization of Agency guidelines, policies, procedures, principles and philosophical statements.

### **Responsibilities:**

The Employer is responsible to have guidelines, policies, procedures, principles and philosophical statements in place to establish what constitutes an acceptable Code of Conduct for employees and volunteers.

It is the responsibility of every employee and volunteer to adhere to the Code of Conduct Policy by abiding by established guidelines, policies, procedures, principles and philosophical statements and to report all breaches of the Code of Conduct to their relevant Supervisor or designate.

The Supervisors will investigate all reports of Code of Conduct violations as soon as possible and take appropriate steps to address any continuing risks to the health, safety and well being of all employees, volunteers and people supported.

Non-compliance with this Policy is subject to discipline, up to and including dismissal from Community Living-Central Huron's employment and/or volunteer opportunity.

**Related Policies and Procedures:**

- Philosophy Community Living-Central Huron (A-001)
- Guiding Principles (A-002)
- Confidentiality Policy (A-003)
- Privacy Policy (A-004)
- Community Involvement (B-004)
- Usage of Agency Equipment/Electronic Communication Technologies Policy (B-006)
- Volunteer Policy (B-007)
- Accessibility Policy (B-009)
- Duty of Care Policy (B-010) ??
- Individual Welfare/Rights Policy (C-001)
- Behavioural Support Policy (C-002)
- Person Supported Complaint/Feedback Policy (C-003)
- Abuse Policy (C-004)
- Use of Physical Restraints Policy (C-005)
- Serious Occurrence Policy (C-006)
- Communication Book (C-007)
- Finances of People Supported (C-008)
- Individual Support Policy for Persons Supported (C-009)
- Pet Ownership, Visiting Pets and Service Animals (C-010)
- Orientation for People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Inventory, Personal Belongings of Persons Supported Policy (C-013)
- Bathing and Showering Supervision of Persons Supported Policy (C-014)
- Persons Supported Food and Nutrition Policy (C-015)
- Health and Safety Policy Statement (D-001)
- Emergency Policy (D-003)
- Smoking (D-004)
- Dangerous Weapons and Fire Arms (D-005)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- General Policy NO. 2 (E-001)
- Professional Development/Training Policy (E-006)
- Individual Consultation Policy (E-007)
- Employee Performance Appraisal Policy (E-008)
- Vehicle Use (E-009)
- Employee Performance Standards Policy (E-011)
- Disciplinary Policy (E-012)
- Sexual Harassment Policy (E-013)
- Medication Policy and Procedures Manual
- Occupational Health and Safety Document