

Annual Review of Summary Ethical Code of Conduct / Professionalism and Conflict of Interest

Note: The following document must be used in combination with the CLS handbook of policies and procedures, job description, and orientation checklist for a comprehensive overview of CLS ethics.

Your Conduct and the Supported Individuals' Rights

Your conduct with each of the individuals you support must respect their rights at all times. Those most basic rights are outlined for you in the foundational Beliefs and Values developed by families. They reflect the basic human rights under the UN Declaration and the Canadian Charter of Rights and Freedoms, which apply to all of us equally.

Each individual you support has the right to:

Person Centered Supports

As an employee, I:

- Respect and empower each person, to make informed decisions about all parts of their life, regardless of my own values, beliefs and ideas
- Will support the individuals to advocate for their personal preferences and needs
- Will encourage individuals to ask for change when they don't like something about their support
- Will encourage individuals to choose those who help them make decisions, and ensure that they are present at meetings about them- "Nothing about me without me"
- Will ensure that each individual's services are reviewed on a regular basis
- Will respect each individual's right to make decisions and determine their own goals

Physical and Emotional Wellbeing

As an employee, I:

- Recognise that every individual has the right to love and be loved
- Will encourage self-respect, confidence and an understanding of human rights
- Will respect the individual's right to make a complaint, without fear of retaliation
- Provide the individual information on how to keep safe, by working with the individual and their support network to identify risks and create safeguards in order to address those risks
- Will be vigilant in identifying and reporting any situation in which the individuals I support are at risk of or have been subjected to any actual or alleged abuse, neglect, exploitation or harm
- Will provide and advocate for a barrier free environment (physical, attitudinal, environmental etc.) that meets the changing needs of each individual
- Will encourage each individual to develop knowledge about themselves and their abilities and interests, and be an advocate for themselves

Integrity and Responsibility

As an employee, I:

- Recognize the importance of role modeling valued behaviours to person's receiving support, my team and the community at large
- Will be responsible and accountable for my decisions and actions
- Will seek advice and guidance on ethical issues from others, as needed, when making decisions
- Will develop a relationship that is based on dignity and respect, while maintaining professional boundaries
- Will be conscious of my own values and how they influence my decisions
- Am aware of public perception within the community and elsewhere and how my actions both personal and professional may be interpreted, and the effect this could have on the reputation of the CLS

Confidentiality

As an employee, I:

- Will respect each person's right to privacy
- Will treat all personal information with confidentiality
- Will seek information directly from the individual I support regarding their wishes in how, when and with whom private information is shared
- Will clarify any situations with my coordinator or Director, when I am unsure of the correct course of action
- Will endeavour to support a work atmosphere that is open and trusting while maintaining confidentiality for all
- Will abide by the CLS policy regarding the use of social media, including privacy and confidentiality considerations

Fairness and Equity

As an employee, I:

- Will ensure individuals are given information about their community and support them to access the opportunities and the resources of their community as they desire
- Will support individuals to understand and express their rights and responsibilities

Respect

As an employee, I:

- Will respect each individual for the unique person that they are, honouring their unique culture, beliefs and diversity
- Will treat each individual with dignity and honor their choices and preferences
- Will recognize and respect the cultural context (e.g. religion, sexual orientation, ethnicity, socio-economic class) of the individual supported and his/her social network
- As per the CLS Mission statement I will provide opportunities for the individual, to live as a full and participating citizen in their own community

Relationships

As an employee, I:

- Will advocate for the individuals I support to access opportunities to facilitate building and maintaining relationships
- Will separate my own personal beliefs and expectations regarding relationships (including sexual relationships) from those desired by the individuals I support, based on their personal preferences
- Will ensure that individuals are provided with the information, to make informed choices, to safely express their sexuality
- Will proactively facilitate relationships between the people I support, their family, friends and community members
- Will refrain from expressing negative views, harsh judgements, and stereotyping of people, especially those close to the individual I support

Self Determination

As an employee, I:

- Will work in partnership with others to support individuals to lead self-directed lives
- Honour the individual's right to assume risk in an informed manner
- Recognize that each individual has potential for lifelong learning and growth

Advocacy

As an employee, I:

- Support individuals to communicate for themselves
- Represent the best interests of those who cannot communicate for themselves by acquiring information from their supports/ families, in order to understand and communicate their needs
- Will advocate with the individuals I support for inclusion and full community participation
- Will consult with the Coordinator or the Director, when I am unsure of the appropriate course of action in my advocacy efforts

As an employee of The Community Living Society, I will:

- Treat coworkers with respect, being honest and truthful, without being hurtful
- Uphold all applicable laws as noted throughout the CLS handbook to protect and/ or enhance the mission of the CLS
- Create a positive work environment by speaking and behaving in a friendly, positive and courteous way
- Work towards personal and professional growth to improve my overall effectiveness as an employee of the CLS
- Work as a team member by supporting my co-workers to successfully do their work
- Value, respect and recognise the work of others
- Treat community members with respect and dignity
- Have the right to professionally state my position If I disagree with management's decision, but I will respect and support the decisions of management. I will follow the process for conflict resolution policy
- Respect the CLS, and not do anything that might bring harm to the reputation of the CLS
- Not accept money or loans from the individuals we support and/or their families, Nor will I enter into contractual relationships which could be perceived as a conflict of interest

- Refer to my Coordinator or Director for direction over the acceptance of entertainment, gifts or benefits that grant or may appear to grant preferential treatment
- Not sell or lend my personal property to individuals supported and/or their families
- Not fund raise or promote my personal business for personal gain any way unless pre-approved by my Director
- Disclose other commitments that may represent a conflict of interest to my Coordinator or Director

Social Media:

- Principles of integrity, professionalism, privacy and impartiality should be observed by all CLS employees when posting online
- Employees are not permitted to disclose information that are financial, operational and legal in nature, as well as any information that pertains to supported individuals and stakeholders
- Employees are allowed to associate themselves with the Society when posting but they must clearly identify their online posts as personal and purely their own
- Confidentiality must be maintained at all times (including but not limited to the posting of photos, names or other identifying characteristics) online unless prior permission from the individual or their legal representative has been obtained

The CLS commits to encourage the performance of staff in the upholding of client rights and the professional Code of Ethics, in support of the organization's goal of providing the highest quality of services possible to supported Individuals and their families. If you are found in contravention of any of the conditions above the CLS will undertake all reasonable and appropriate actions to assist you in your performance improvement. It is important to note that in some cases disciplinary action up to and including termination of your employment may be a result.

I, _____ have read, understand and agree to abide by the CLS Code of Ethics.

Employee Full Name (please print)

Employee Signature

Date: _____

Witness Full Name (please print)

Witness Signature

Date: _____