

KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

CODE OF ETHICS

The Code of Ethics starts with the following beliefs or ideas about how people involved with KDSCL should act:

1. **Show respect** for yourself, each other and persons getting supports.
2. **Act in a spirit of compromise and agreement** or reach a deal. Each individual will hear and respect the other person's point of view (outlook) and be open to helpful discussion (talk). Can involve give and take or meeting halfway.
3. **Be honest or truthful with everyone** without being hurtful.
4. **Trust.** Each of us will be non-judgmental (understanding) of issues. We will be helpful and able to respond to what people need.

As a staff or volunteer, the following will guide my actions:

With People Who Get Supports from KDSCL, I will:

1. Treat individuals with courtesy (good manners), dignity (sense of worth) and respect. See the person and their abilities.
2. Make sure people have as much control over what is happening in their lives as possible.
3. Support people to use their skills to choose and offer many things to choose from. Giving important information and education helps make informed choices.
4. Encourage and support self advocacy.
5. Encourage self-respect, confidence and an understanding of human rights.
6. Ask for the input (opinions) of each person served.
7. At all times respect (value) the legal rights of persons receiving services.
8. Respect a person's right to privacy and confidentiality.
9. Be aware of and change the barriers (difficulties or challenges) to accessibility that are in the agency. Barriers can be getting into and using the buildings, attitudes that are not accepting and information that people cannot understand.

With Staff and Volunteers, I will:

1. Treat others with respect, doing for and to others as I would have done for and to me in similar situations.
2. Try my best to speak to everyone in a friendly, positive, enthusiastic, courteous (with good manners) way and show a positive attitude.
3. Try my best to meet the needs of the persons we serve.
4. Encourage the community to be accepting of all people. Encourage the people KDSCL supports to be an active part of the community.
5. Give people the kind of support they want and need.
6. Make a work place that values loyalty, trust and respect. Do what I can to keep that type of work environment in place.
7. Support a workplace that is open and non-secretive, yet private when required.
8. Work as a team member and support my co-workers to doing their work.
9. Respect (value) the cultural beliefs of all.
10. Make sure the work of each person is respected (valued) and recognized.

11. Supports the decisions (choices) of management and use the conflict resolution policy to fix problems.
12. Be loyal to the agency and avoid doing anything that might bring harm the reputation of the agency.
13. Follow all laws and rules.
14. Look after KDSCL property and use it carefully.
15. Make every effort for personal and professional growth to improve how I do my work.
16. Carefully think about the public view of my personal and professional actions and the possible effect my actions may have on KDSCL's reputation in my community and elsewhere.
17. Do my best to see that KDSCL is operated in a manner that supports the agency's mission, follows its bylaws and earns the trust and support of the public.
18. Do nothing that could help me personally at the expense of KDSCL, avoiding even the appearance (look) of a conflict of interest.

Financial Practices, I will:

Make sure all financial matters:

1. Follow federal, provincial and local laws.
2. Follow commonly accepted, sound accounting practices.
3. Follow the society's financial management policies, procedures and bylaws.

Advertising and Promoting Activities, I will:

Make sure advertising:

1. Always respects the dignity, rights and privacy of those receiving and providing services.
2. Will never give the wrong impression about KDSCL.
3. Will uphold the integrity (truth) of KDSCL so as to earn the continued support and trust of the public.

With Community Members, I will make sure:

1. Community members (e.g. citizens, businesses, other agencies) are treated with respect and dignity.
2. When community members ask for information it is given as soon as possible.
3. Concerns or complaints from the community are looked into.
4. Opinions from the community are asked for and the information received is used respectfully in improving services.

I have read and understand the above and agree to adhere to the Code of Ethics, Principles and Core Values of the Kelowna and District Society for Community Living.

Name: _____ Signature: _____

Date: _____