



## Rule: Compliance - Code of Ethics

*Note: Only the online version is current.*

Services provided by the Centers for Independence require strict adherence by employees to a **CODE OF ETHICS**. This CODE is based on fundamental values that include the worth, dignity, and uniqueness of all persons and their rights and opportunities. This CODE states general principles to guide, conduct and the judicious appraisal of conduct, in situations that have ethical implications. The ethical behavior of CFI employees results not from edict, but from a personal commitment of individuals to the mission of CFI. While the primary purpose of this CODE is to provide guidance for employees, violation of a provision of this CODE may result in disciplinary action.

The CFI EMPLOYEE has a primary responsibility to **SERVE CLIENTS**.

- a) I will treat clients with respect and dignity.
- b) I will always maintain a professional relationship with clients.
- c) I will not exploit relationships with clients for personal advantage or solicit the clients of the agency for private practice or private gain.
- d) I will clearly identify private practice service and service under the supervision of another agency to respect clients and their agents.
- e) I will avoid relationships or commitments that conflict with the interests of clients.
- f) I will not engage in any action that violates or diminishes the civil or legal rights of clients.
- g) I will respect clients by using their preferred name, nickname, or title in the manner in which they would like to be addressed.
- h) I will not talk about a client receiving services in the presence of others or in front of the client as if they were not present.
- i) I will respect the privacy of clients and hold in confidence with the CFI professional staff information obtained during professional service.
- j) I will make every effort to foster maximum self-determination on the part of clients.

The CFI EMPLOYEE has a responsibility to perform work with **PROFESSIONALISM AND INTEGRITY**.

- a) I will not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.
- b) I will make no misrepresentation in advertising as to qualifications, education, experience, affiliations, competence, service or results to be achieved.
- c) I will pursue professional development by critical examination of relevant emerging knowledge.
- d) I will be alert to and resist influences and pressures that interfere with the exercise of professional discretion and impartial judgement required for the performance of professional functions.

The CFI EMPLOYEE has an ethical responsibility to **COLLEAGUES**.

- a) I will treat colleagues with respect and courtesy.
- b) I will present a professional image to colleagues and associates in the community.

The CFI EMPLOYEE is responsible for supporting the AGENCY, its mission, goals, and system of implementation.

- a) I will use my time at work in a productive manner.
- b) I will use with scrupulous regard, and only for the purpose for which they are intended, all resources of the agency.