



Procedure Revised:	1/8/18	PROCEDURE CODE OF ETHICS AND CONDUCT	Procedure Number:	2.01.03
Under CHN Policy: Ethical Standards			Page:	1 of 2
CHN Approval: Irene K. Rickus, President/CEO				
Compliance:		Reference:		
Council on Accreditation.....		ETH 5.01, ETH 5.03, ETH 1.01, ETH 1.02, ETH 1.04		

PURPOSE:

The Children's Home-Network (CHN) promotes ethical conduct and transparency in all services, in accordance with rules and regulations, and avoids preferential treatment by maintaining an objective and transparent approach throughout the organization.

OPERATIONAL PROCEDURES:

Every staff member, Board of Directors member, volunteer, independent contractor and consultant of or for CHN serve as a role model for the children, youth and families we serve and is expected to adhere to the following Code of Ethics, as applicable:

1. To serve the children/youth and families served by CHN in accordance with the agency's policies and procedures.
2. Be held responsible for his/her code of ethics for his/her respective profession.
3. Be held responsible for the quality of his/her performance.
4. Treat all information acquired in the course of duty as confidential in accordance with CHN Procedure 2.01.01. Client information should be on an as-needed basis.
5. Treat with respect the statements and actions of all and use only approved channels of communication to express personal judgment on these matters.
6. Work cooperatively giving due regard to recognized areas of competence.
7. In public statements and/or actions, clarify whether he/she is speaking or acting as a designated representative of CHN, on behalf of another organization, or as an individual.
8. Maintain a safe, secure and accessible environment.
9. Treat all individuals with dignity and respect, guarding against abuse, neglect, invasion of privacy and exploitation.
10. Respect the personal and professional ethics of all persons providing services.
11. Expect all persons providing services to perform within the standards set by this Code of Ethics. The Board of Directors also operates within the standards established in their Principles of Governance and Statement of Ethical Standards.
12. Review financial policies for consistency, applicability and that they are in keeping with the standards established by regulatory bodies.
13. Undertake or support actions which will enhance health care and human services.
14. Continuously review and improve upon the delivery of our services, sharing collective wisdom and experience with other organizations.
15. Leadership creates and maintains an organizational environment that operates in a transparent and open manner.
16. Fully use our professional skills to provide child-centered, family-focused quality services in an honest, ethical, and objective manner.

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17. Make every effort to include the child/youth and family in all case planning and decision-making.
18. Obtain or provide the best therapeutic care available for our children, youth and families.
19. Provide opportunities for children/youth to learn and develop their inherent talents.
20. Respect each child/youth and family's race, culture, language and religion, always striving to instill a sense of self-worth, empowerment and individuality.
21. Promote the personal and professional development of our staff and volunteers to improve and broaden their cultural and humanitarian sensitivities and competencies.
22. Advocate for children/youth and families to improve social conditions and develop resources beneficial to children and to strengthening of family life.
23. Use resources prudently and responsibly, and represent our services, fiscal affairs and intentions honestly and openly.
24. Public information regarding the organization is easily accessible and is maintained in a current and accurate manner. The Marketing and Public Relations Manager is responsible to review all information that is made available to the public in advance of finalization, to include Facebook pages and information posted on CHN's website.

ATTACHMENTS: None