



## **CODE OF ETHICS**

### ***Commitment to Persons Served***

- FSI staff members shall provide clients with professional services in a non-discriminatory manner and in accordance with accepted best practices.
- FSI staff members shall respect the rights of all consumers.
- FSI staff members shall take reasonable measures to protect the health, safety, and emotional well being of consumers.
- FSI staff members shall not permit the use of professional relationships or authority with clients for personal advantage.
- FSI staff members shall keep in confidence information about clients, which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- FSI staff members shall not make malicious statements about clients or colleagues.
- FSI staff members shall refrain from subjecting clients to embarrassment.
- FSI staff members shall treat clients with respect and dignity regardless of disability and other potential deficit areas.

### ***Commitment from Staff Members***

- I will do my best to see that FSI meets the needs of the persons served.
- I will respect the value and dignity of all individuals.
- I will do my best to create/maintain a climate of loyalty, trust and mutual respect.
- I will support a work atmosphere where the work of each individual is respected as important.
- I will recognize, support, and comply with the sexual and unlawful harassment policy and will report any such instances.
- I will recognize excellent work done by other staff and persons served.
- I will strive to speak to everyone in a friendly, positive, enthusiastic and courteous way.
- I will support a work atmosphere that is open and non-secretive while being mindful of the need for confidentiality.
- I will abide by the decisions of management. I may state my position. Ultimately, staff must follow management's decisions.
- I will be loyal to the organization. I will refrain from doing anything that might bring discredit to the organization.
- I will uphold all applicable laws and regulations, going beyond the letter of the law to protect and/or enhance FSI's ability to meet its mission. I will not falsify documents.

- I will be a responsible steward of FSI resources.
- I will strive for personal and professional growth to improve my effectiveness.
- I will carefully consider the public perception of my personal and professional actions and the effect my actions could have on FSI's reputation in my community and elsewhere.
- I will endeavor to understand community cultures and diverse home environments of clients.
- I will distinguish between personal views and the views of the organization.
- I will not use organizational privileges for private gain, for the promotion of political candidates, or for partisan political activities, or for private solicitation or fundraising.
- I will not accept gratuities, gifts, or favors that might impair professional judgment, and shall not offer any of these to obtain special advantage.
- I will not engage in any type of social networking with clients which may breach the boundaries of professional conduct.
- I will witness by signature, documents upon request, only if the person is known to me. If a notary public is required I will assist the client with securing that service.

#### ***Commitment from Board of Directors/Volunteers***

- I will do my best to see that FSI is operated in a manner that upholds the organization's integrity and merits the trust and support of the public.
- I will strive to uphold all applicable laws and regulations, going beyond the letter of the law to protect and/or enhance services.
- I will treat others with respect, doing for and to others as I would have done for and to me in similar circumstances.
- I will be a responsible steward of FSI resources.
- I will take no actions that could benefit me personally at the unwarranted expense of FSI, avoiding even the appearance of a conflict of interest.
- I will carefully consider the public perception of my personal and professional actions and the effect my actions could have, positively or negatively, on FSI's reputation in my community and elsewhere.
- I will strive for personal and professional growth to improve my effectiveness as a Flinthills Services, Inc. board member.
- I will refrain from unwarranted intrusion into the responsibilities of FSI's operational management.

#### ***Commitment Governing Business and Marketing Practices***

- All financial practices of FSI shall be handled in accordance with the applicable federal, state and local laws.
- All financial matters shall be conducted within the standards of commonly accepted, sound financial management practices.
- Marketing practices will uphold the integrity of FSI so as to merit the continued support and trust of the public.
- Marketing activities/efforts shall always respect the dignity and privacy rights of those served.
- Marketing activities will never knowingly mislead/misinform the public or misrepresent FSI.

- All actions of human resources shall be handled in a professional manner with respect to hiring, discipline, dismissal and benefits for employees.
- Training shall be provided to employees as dictated by job position, fundraising and regulatory entities.

### **INVESTIGATION OF ETHIC VIOLATIONS**

The individuals involved with FSI recognize that delivering services to people with disabilities is a public trust. This trust requires from its practitioners integrity, compassion, belief in the dignity and worth of the individual, respect for individual differences, and a commitment to quality services. Everyone involved with FSI carries a responsibility to maintain and improve the programs and services and to develop, examine and use their job knowledge and talents to this end.

Anyone suspected of violating the code of ethics may be subject to question by the executive director. Depending on the severity and/or nature of the allegation, the president of the board of directors may also participate in the investigation. The suspected individual may be removed from active work duty or board responsibilities during the course of the investigation. Reinstatement is dependent upon the results of the investigation.

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Name and Title

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Date