



# STAFF CODE OF ETHICS

***Alan K. Simpson said, "If you have integrity, nothing else matters. If you don't have integrity, nothing else matters."***

As an employee of YVEDDI, I promise that I shall subscribe to the principles set forth in YVEDDI's Staff Code of Ethics. The Code of Ethics is outlined below and therefore, I promise that I shall:

1. **Follow the Chain of Command** to resolve concerns. Refer to policies and procedures for Grievances, Whistleblower or Complaint procedures. Be honorable and recognize that one cannot resolve what they are not aware of.
2. **Understand and follow all safety procedures** to promote a healthy work environment.
3. **Support both the Mission and the Vision of YVEDDI** and assist management in attaining short-term objectives and long-term goals.
4. **Avoid conflicts of interest and maintain confidentiality** of YVEDDI records, materials, business, and especially confidential client information.
5. **Complete work duties in an efficient and conscientious manner** with the goal of reaching my full employment potential.
6. **Use the "front page test,"** when faced with an ethical dilemma. If you would not want the community to see an article on the front page of your hometown newspaper describing an action you took or failed to take, let that be your guide.
7. **Promote and encourage a positive work atmosphere** that empowers clients to achieve goals and enables both clients and staff to achieve their highest potential.
8. **Exhibit good public relations** and do no harm. Demonstrate professionalism at work, in meetings, while out of the area on company business, and recognize that I am "representing" my organization even when off duty.
9. **Demonstrate respect** for all citizens associated with YVEDDI to include clients, co-workers, board members, colleagues, and community partners.
10. **Make only positive public and/or private comments regarding YVEDDI.** Comments should always be positive in nature and communicated to promote agency characteristics such as quality, integrity, accountability, transparency, and efficiency of programs and services.
11. Understand that YVEDDI **resources are provided for YVEDDI business use**, to include time, materials, equipment and information. YVEDDI reserves the right to read, view and copy any electronic communications made on agency computers, cell phones, or tablets.
12. **Direct all media inquiries to the Executive Director** to insure that we speak with accurate information and with one voice.
13. In summary, **do the right thing.** Comply with YVEDDI's guiding principles, code of ethics/conduct, policies, procedures, and support good public relations because the people we serve deserve no less.
14. **Requirement to Report Actual or Suspected Violations of the Code:** Employees must report any actual or suspected violations of this Code to applicable supervisor. Failure to report any actual or suspected violations of the Code is in itself a violation of this Code.

***I understand this document shall be placed in my personnel file and that violations of these codes may result in disciplinary action up to and including termination. My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.***

Employee Signature

Date

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