



CODE OF ETHICS
STAFF MEMBERS

I will do my best to see that EXCEED meets the need of 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 not actively conduct personal fundraising activities. Management will not participate in personal fundraising with subordinate staff or clients.

I will respect the beliefs, ideals and customs of my co-workers and clients and will not actively impose my beliefs on others.

I will abide by the policies in the Employee Handbook and maintain appropriate boundaries in my personal relationships with co-workers and clients. Accordingly, all employees, both management and non-management, are prohibited from involvement with other employees or clients when, in the opinion of the organization, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, morale or coercion.

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 support the decisions of management. I may state my position. Ultimately, staff must follow management's decision.

I will be loyal to the agency. I will refrain from doing anything that might bring discredit to EXCEED

I acknowledge that enthusiasm and a positive attitude always makes for a better work place.

I will uphold all applicable laws and regulations, going beyond the letter of the law to protect and/or enhance EXCEED's ability to meet its mission.

I will be a responsible steward of EXCEED's resources and safeguard the property belonging to the businesses with whom we contract, clients, visitors and other staff. I will not participate in activities of waste, fraud or abuse or other wrongdoing. If I should witness these activities, I will report it immediately.

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 have on EXCEED's reputation in my community and elsewhere.

I will not act as a witness to a client signature for the purpose of assigning, transferring, altering or restricting the personal, legal, property or medical rights of the persons we serve.

I will not accept gratuities including gifts and/or money or favors.

I will not engage in any activities that may be or give the appearance of being a conflict of interest.

I will abide by the social media and use of technology policies. I will not post any pictures of staff clients in program or work site settings. I will not post anything on social media that could be considered disrespectful or harassing about staff, clients or EXCEED.