

13.0 Code of Ethics

Revised: July 2020

POLICY

All staff (including employees, practicum students, volunteers) **and the Board of Directors** that interact with and have contact with clients and their families must understand and apply the Code of Ethics as a guide to their behaviour in work and work-related activities. Regardless of their position within VCAPCC, staff **and Board** are influential role models for clients and as representatives of VCAPCC. Violation of the Code has the potential to seriously damage relationships with clients **and community** and may provide grounds for dismissal.

Clinical Therapists, Victim Service Workers and other professional employees will adhere to the Code of Ethics in addition to abiding by their own recognized professional Code of Ethics (including the Code of Ethics for the BC Art Therapy Association, Code of Ethics for BC Association for Clinical Counsellors, Code of Ethics for Specialized Victim Assistance Programs, BC College of Social Workers Code of Ethics, etc.).

CODE OF ETHICS

- Regard the wellbeing of the people they serve as their primary professional obligation.
- Carry out their professional duties and obligations with integrity and objectivity.
- Fulfill their obligations and responsibilities to VCAPCC and the *Child Abuse Prevention & Counselling Society of Greater Victoria* and its funding sources.
- Be competent in the performance of the services and functions they undertake on behalf of the people they serve, being aware of their own limitations, and refer out or seek support as required.
- Respect the intrinsic worth of the people they serve in their professional capacity.
- Respect staff member's personal property.
- Not exploit the relationship with persons served for personal benefit, gain or gratification.
- Not sign or witness for client documents unrelated to direct client care.
- Adhere to **9.6 Confidentiality** and **9.20 Oath of Confidentiality** and not disclose client information except when required or allowed by law to do so, or when clients have consented for disclosure, or where the child or youth is at risk and in need of protection.
- Recognize and prevent situations where a conflict of interest **(actual and/or perceived)** may jeopardize their professional judgment.
- Promote excellence in their service profession.
- Promote VCAPCC service programs, and/or policies in a manner that is consistent with the Code of Ethics.
- Perform ethical practices when conducting marketing and business transactions.

- Adhere to personal ethical practices that include:
 - Be respectful. Although opinions may differ, it is important to remain civil and respectful and work together to foster a productive environment where everyone is allowed to have an opinion without repercussions.
 - Be inclusive. Welcome people from all backgrounds on the team regardless of race, ethnicity, culture, class, orientation, education, gender, age, size, political or religious beliefs, mental or physical ability.
 - Be considerate. Treat others as one wishes to be treated in the workplace. Every team member is important and essential, and decisions and actions affect outcomes and morale.
 - Be professional. Act professionally which includes being kind to others and maintaining professional interactions when communicating with others at all times.

- Uphold VCAPCC's Mission Statement:
 VCAPCC responds to children, youth and families affected by sexual abuse and other forms of trauma, by providing victim services, counselling, prevention and education within the Greater Victoria community and consultation throughout BC. (MISSION STATEMENT, 2020)
- Adhere to VCAPCC's Policies including policies guiding behaviour i.e. 9.12 Harassment and Bullying, Conflict of Interest, Confidentiality, etc

PROCEDURE

- An *Oath of Ethical Practices* is to be administered by the Executive Director or delegate, to all members of the Board, students and anyone else associated with VCAPCC who interact with and have contact with clients and their families. The completed *Oath of Ethical Practices* is to be kept in the appropriate personnel file.