

ORC: _____
OAC: _____
Board: _____
Other: _____

PROFESSIONAL CODE OF CONDUCT

POLICY NO.: 1D

**SUBJECT: PROFESSIONAL CODE OF
CONDUCT**

Approved by:

Effective Date:

Date(s) of Revision:

Responsible for Implementation: All Staff

- 1) We understand that the work of our Agency is very challenging and we are proud of the service we are providing to the community. We believe that all of our employees are professionals and will conduct themselves in a professional manner as described in this code of conduct.
- 2) We believe that every employee in the Agency is an important member of the team, and we appreciate the unique contribution that each of us makes to the mission of the Agency.
- 3) We believe that all employees regardless of their classification or level within the Agency, as well as families and others in the community have the right to be treated with dignity and respect.
- 4) We believe that treating others with dignity and respect means being open to differences, listening to the other person's point of view, not being condescending or intimidating, keeping our commitments, being on time, and returning telephone calls.
- 5) We recognize and respect diversity in dealing with co-workers, families and others in the community.

- 6) We believe that the common courtesies are important in our Agency, such as saying please and thank you and speaking without raising our voice.
- 7) We believe that all employees, families and others in the community have the right to be spoken to in a fair and respectful manner.
- 8) We believe that there are times when disagreements will arise, and we expect both parties to try to resolve them in a civil manner, privately, without being defensive and without holding a grudge. We understand that while at times both parties may agree to disagree, they nonetheless will commit to resolve the problem in good faith, attempting to compromise whenever possible, and will continue to work together in a positive manner.
- 9) We believe that employees will not knowingly use offensive language or engage in a pattern or practice that is offensive to others.
- 10) We believe in fostering a climate of learning to increase our sensitivity about various backgrounds, cultures, religions and traditions.