

RURAL UTAH CHILD DEVELOPMENT

Code of Conduct and Professional Ethics

All staff, regular volunteers, contractors and consultants are required at time of hire or placement to understand and abide by the codes of conduct as set forth in the Federal Performance Standards 45 CFR 1304.52(h)(1-3) and Rural Utah Child Development (RUCD). While collaboration and teamwork play an important role in our agency, it is the responsibility of each individual to uphold high standards of conduct.

The Mission

To create an environment of opportunities where Head Start and Early Head Start children and families are empowered to change their lives.

"Moving Forward Together"

The Philosophy

Services are family-centered and based on the following principles:

- Parents are the primary educators and nurturers of their children.
- Children develop in the context of their families and cultures.
- Children benefit most from a comprehensive, interdisciplinary program.
- Successful child development programs must involve and empower parents in order to have a lasting impact on the lives of children. An essential part of our program is the involvement of parents in parent education, program planning, and operating activities.
- Partnerships with other agencies and organizations in the community are essential to meeting family needs.

Responsibility to Families

1. I will respect and promote the unique identity of each child and family, and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity.
2. I understand that no child will be left alone or unsupervised while under my care. Supervised is interpreted to mean at least one paid or contracted staff person is present, unless an exception has been approved by the Early Childhood Specialist in writing.
3. I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
4. I understand that no child may be removed from the presence of staff other than by a child's own parent or guardian or other authorized person.
5. I understand that I must maintain professional boundaries with children and families. I will recognize the limitations of my role and will not offer services or use of techniques outside of this.
6. I will make every effort to avoid dual relationships with families that could impair judgment or increase the risk of exploitation. I will not engage in sexual activities with any member of a family or household receiving services through RUCD.
7. I will withdraw from any relationship that might affect or appear to affect the best interest of the family due to conflict of interest.

Confidentiality

Maintaining confidentiality is important to the success of our mission, our reputation in the community and the privacy of clients and staff.

1. I will inform participants of the cooperative efforts between RUCD and other agencies.

2. I will not reveal information received in confidence without the family's written consent except when there is a clear and imminent danger to the family or other persons, and then only to appropriate workers or public authorities.
3. Child and family files, personnel records, financial information, client information and other related information is considered confidential. I am required to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know.
4. If approached by members of the news media requesting information regarding RUCD operations, I will refer requests to the Executive Director.
5. I will follow the program confidentiality policy concerning information about children, families and other staff members.

Professionalism, Competency and Integrity

1. I will maintain and promote professionalism and be a positive representative of RUCD at all times. I will not talk negatively about the agency, the program, families, staff, or children, and will be mindful of my communication in word or via social media, including but not limited to Facebook, Twitter, LinkedIn, and/or Instagram. I will respect others, including those with opinions different from my own.
2. I will use email, computer, and other communication systems lawfully and professionally, and will adhere to the program's computer-use policy.
3. I will take care of all equipment and supplies, and teach children to also respect material through modeling appropriate behaviors.
4. I will adhere to the program's dress code and promote a professional image of Head Start.
5. I will uphold the legal and accepted moral standards, such as reporting child abuse, domestic violence, and any other criminal or illegal actions.
6. I recognize the effect of personal impairment on performance and will seek treatment as appropriate. I will abide by the program's policy re: a drug-free workplace.
7. I recognize that ongoing education is a component of competency. I will take advantage of learning opportunities by arriving on time, having a positive attitude, and being an active participant.
8. I will not have financial interests or outside employment that conflict with the performance of duties.
9. I will not use my position to give an unfair advantage to family members or close personal friends who are seeking enrollment, a contractor or vendor relationship, internship, or other employment opportunity with RUCD.
10. RUCD will not employ, on a temporary or permanent basis, relatives of employees where the relative directly reports to the employee or the employee exercises any direct influence with respect to the relative's hiring, placement, promotions, evaluations or pay.
11. I will obtain written approval before serving on outside directorships, technical advisory boards, or government-affiliated boards. I will contact my Supervisor prior to joining the board or management of a non-profit organization.
12. I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors, potential contractors, or families wishing to be enrolled.
13. Unless authorized by the Executive Director, I will not solicit or request donations (monetary services and/or goods) for the agency or agency sponsored events.
14. I will follow the chain of command as outlined in the Personnel Policies.
15. I will maintain positive character traits, including good attendance, accepting responsibility, engaging in educational activities for lifelong learning, being honest and respecting authority.

I understand that I must maintain professional boundaries with agency enrolled children/families at all times. Staff are expected to keep their personal lives separate from that of enrolled children/families and shall have only limited contact outside of work time and/or work related activities including social media. Staff are to discuss with their supervisor any situations/relationships with enrolled children/families that are unclear or questionable.

Please sign the 'Code of Conduct and Professional Ethics' signature sheet [Form A.64] and submit it to your supervisor for inclusion in your personnel file.

Code of Conduct and Professional Ethics

Name: _____ Site: _____

(Please check one):

- Employee Volunteer Policy Council Member Contractor
 Bus Driver Board of Directors Other _____

Accountability

The Code of Conduct and Professional Ethics is mandatory. Each individual has the responsibility to adhere to the Code and to report any suspected violations promptly. Suspected violations will be investigated by the employee's direct supervisor and/or the Executive Director. Appropriate action will be taken in the event that a violation is confirmed. Progressive discipline [as outlined below] will be used, when appropriate, to assist the employee to overcome performance problems and to satisfy job expectations.

Progressive Discipline

Step 1: Documented Verbal Warning

Step 2: 1st Written Warning - Suspended for the Day without Pay

Step 3: 2nd Written Warning - 3-Day Suspension without Pay

Step 4: Termination

Please be advised that certain actions may warrant a more severe disciplinary action and/or immediate termination.

I agree to act and conduct my work with RUCD in accordance with the content of the Code of Conduct and Professional Ethics.

Signature: _____ Date: _____

Print name: _____