

Code of Ethics

Purpose *To ensure understanding and compliance with ethics will be adhered to for all employees.*

Policy Statement *ASC employees will project an image of professionalism that reflects the following code of ethics. The code of ethics is endorsed by the ASC Board of Directors. In addition to the code of ethics described below, ASC recognizes Codes of Ethics specific to professional designations (e.g. Alberta Disability Workers Association (ADWA), Social Workers, Career Practitioners).*

- a) Respects the rights of all people to maintain their individuality in all aspects and not to discriminate for reasons of physical and mental health, disability, color, age, faith, sex or race.*
- b) Maintains an ethical and professional relationship with clients and their families, coworkers, supervisors, those supervised, stakeholders and the public.*
- c) Respects confidentiality of the people receiving services and their families, co-workers, supervisors, those supervised, Board members, volunteers, and operational information, and ensures all released information to associated agencies/people is appropriately authorized.*
- d) Recognizes the need to work cooperatively in an interdisciplinary team respecting the unique contribution of each team member.*
- e) Respects difference of opinion, and exercises tact and diplomacy in all inter-personal relations.*
- f) Accepts responsibility for the quality of their professional performance while facilitating, encouraging and expecting the same standards of colleagues.*
- g) Maintains professional competencies to the highest possible standard through continued education, in-service, workshops, meetings and ongoing communication.*
- h) Adherence to conflict of interest policies of ASC.*
- i) Supports a workplace culture of “Honor, Dignity and Respect.”*

Binder(s):	Human Resources					Page:	1 of 1
Section(s):	Employee Relations	A		R/R	95-01-27	R	97-11-10
Program Area(s):		R/R	98-06-03	R/R	Mar. 14/05	R	Mar 5/08
		R/R	Oct 25/18				

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1. Upon commencement, a new employee will be required to sign and date the code of ethics form. The original signed Code of Ethics will be filed in the employee's file and the employee will receive a copy.
2. The Code of Ethics will be reviewed in the orientation for new employees.
3. Any violation of the Code of Ethics will be handled in the same manner as indicated in the Human Resources Policies under Corrective Action and Disciplinary Procedures.

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