

Women's Center & Shelter of Greater Pittsburgh

CODE OF PROFESSIONAL CONDUCT

As an employee of Women's Center & Shelter you are part of a community as a professional employee and are expected to follow the Code of Professional Conduct.

ETHICAL RESPONSIBILITIES TO SERVICE RECIPIENTS:

WC&S staff:

- Shall promote the well being & safety of service recipients as their primary responsibility.
- Shall respect and promote the rights of service recipients to confidentiality, and self-determination and to assist recipients to identify and pursue their goals.
- Shall inform service recipients the purpose of the services in a manner understandable to the service recipients.
- Shall be sensitive to diversity with respect to race, ethnicity, natural origin, color, class, gender, sexual orientation, age, marital status, political belief, religion and mental or physical disability.
- Shall not take advantage of any professional relationship or exploit recipients and/or former recipients to further staff's personal, religious, political or business interests.
- Shall limit their interactions with service recipients and/or former recipients to the realm of staff's professional position that they were hired to perform. This restriction applies for two years after recipient has received services.
- Shall neither solicit nor accept a private fee or other remuneration for providing services.
- Shall respect service recipients' rights to privacy.
- Shall not sexually harass or engage in sexual activities, sexual contact, or inappropriate sexual conversation with service recipients.
- Shall not provide counseling services to individuals with whom they have had a prior sexual relationship.
- Shall not harass, oppress or engage in any other form of violence or abuse towards service recipients.
- Shall not use physical force or corporal punishment except when necessary to reasonably restrain a client.

ETHICAL RESPONSIBILITIES TO WC&S COLLEAGUES:

WC&S Staff:

- Is prohibited from receiving payment for a referral to services.
- Who function as supervisors or educators, shall not engage in sexual activities or contact with supervisees, students, trainees and colleagues over whom they exercise supervision.
-)=. Shall not harass, oppress or engage in any other form of violence or abuse toward colleagues.
- Shall report promptly to the Executive Director serious and unethical conduct of colleagues.
- Shall report promptly to the Executive Director any colleagues' impairment due to alcohol, mental health, or drugs that is interfering with job performance.

ETHICAL ADMINISTRATIVE RESPONSIBILITIES:

WC&S staff:

- Shall make diligent use of their employing organization's resources, wisely conserve funds and never misappropriate funds or use them for unintended purposes.
- Shall work to improve organizational policies and procedures and the efficiency and effectiveness of its services.

ETHICAL RESPONSIBILITIES TO COMMUNITY/SOCIETY:

WC&S staff:

-)=. Shall work in collaboration with other appropriate groups and organizations to further the mission of the domestic violence movement.
- Shall effect policy or procedural change in order to improve a system's (agency or institution) response to abused victims.

ETHICAL RESPONSIBILITIES AS PROFESSIONALS:

WC&S staff:

- Shall not practice, condone, facilitate, or collaborate with any form of discrimination.

- > Shall not participate in, condone or be associated with dishonesty, fraud, theft, deception, or any type of criminal behavior.
- > Who believe that dishonesty, fraud, theft, deception or any other type of criminal behavior has occurred, shall take action through appropriate channels.
- > Shall consult with their supervisor when personal or health related difficulties interfere with their work performance.
- > Shall ensure accuracy in their representations of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved, to service recipients, agencies, and the public.
- Shall only represent those credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

5/14/02

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EMPLOYEE ACKNOWLEDGEMENT

My signature indicates that I have received a copy of the Women's Center & Shelter Code of Professional Conduct. I understand that I am expected to read, understand and abide by its content. I understand that I am free to ask any questions which I may have regarding the policy.

Signature

Date

Please sign and return to the Director of Operations for the personnel file.

5/14/02