

CATHOLIC CHARITIES OF SOUTHEAST MICHIGAN

ETHICAL RESPONSIBILITY

The staff and volunteers of Catholic Charities of Southeast Michigan have a variety of degrees and credentials and it is expected that these staff/volunteers abide by the code of their specific credential. However, certain tenets are universal and all staff/volunteers shall abide, within the confines of their specific job description, by the following:

I. ETHICAL RESPONSIBILITY TO CLIENTS

- Make every effort to foster maximum self-determination on the part of the client in a manner that supports and strengthens family relationships and roles
- Respect the privacy of the client at all times to the extent that laws governing confidentiality permit
- Respect the Cultural Diversity of the client population and not discriminate based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition
- Be present and punctual for client appointments unless otherwise notifying the client.
- Complete all paperwork on behalf of clients in a timely manner
- Use respectful language with clients and when communicating about clients either verbally or in writing
- Refrain from sexual contact with any client, former client or their relatives
- Provide services that meet or exceed the standard requirements of the professional discipline I represent and the program in which I work
- Shall not physically, mentally or sexually abuse, humiliate, exploit or retaliate against any client, former client or their relatives
- Shall not accept personal gifts from a client, in accordance with Agency policy

II. ETHICAL RESPONSIBILITY IN INTERPROFESSIONAL RELATIONSHIPS

- Refrain from sending or receiving any commission, rebate or other form of remuneration for the referral of a client for professional services
- Respect the Cultural Diversity of colleagues, use respectful language and refrain from any behavior that could be construed as sexual harassment as defined by law

III. ETHICAL RESPONSIBILITY TO EMPLOYER

- Adhere to the commitments made to the employer
- Adhere to the policies and procedures of the agency
- Refrain from any activity that constitutes a conflict of interest

My signature certifies that I agree to abide to the above ethics and to the ethics of my profession and credentials when applicable.

Name (please print): _____

Signature: _____

Date: _____