



CODE OF ETHICS

Purpose and Intent of Code of Ethics

McMan's Code of Ethics reflects the agency's mission, values, guiding principles and strategic plan, and extends to use of social media. It is intended to govern our behaviour, the standards expected of us, and our commitment to choosing the best course of action when resolving issues. It will be used as a basis for decision-making

within the organization and for evaluating professional conduct. It will be reviewed with all employees at time of hire and annually thereafter as well as posted on the McMan website.

All individuals who represent, and who owe a responsibility to the organization, and the people we serve, must adhere to the Code of Ethics. This includes employees, board members, volunteers, practicum students and contractors.

McMan is committed to using ethical business practices and to providing a high quality of services as safely as possible. McMan is also committed to promoting a healthy and safe work environment and to provide employee training.

Guiding Principles

As an individual who represents and owes a responsibility to McMan and to the people I serve, I agree to:

1. Act with honesty and integrity and in accordance with professional standards and governing laws that apply to the responsibilities I will perform on behalf of McMan.
2. Improve my professional skills and knowledge so that my performance will better serve others.
3. Demonstrate concern for the interests and well-being of individuals affected by my decisions and actions.
4. Value the privacy, freedom of choice and interests of those affected by my decisions and actions.
5. Foster self-awareness and ensure that my own personal biases, values and experiences do not inhibit or negatively influence my relationships with service participants, colleagues, or other stakeholders.
6. Foster cultural diversity and pluralistic values and treat all people with respect and dignity.
7. Adhere to the letter, as well as the spirit, of all applicable laws and regulations.
8. Avoid even the appearance of any criminal offense or professional misconduct.
9. Follow the policies and procedures as outlined in the Policy Manual, legislation including OHS, Alberta Human Rights, and Alberta Employment Standards, as well as guidance provided during training, and orientation.

Ethical Standards

When conducting the business of the agency, I will:

1. Employ only ethical means to achieve the goals of the agency.
2. Engage in no activities that harm the organization, the service participants, or my profession.
3. Engage in no activities that conflict with my fiduciary, ethical and legal obligations to the organization, the service participants, or my profession.
4. Not knowingly participate in, condone, or be associated with dishonesty, waste, fraud, abuse, misappropriation, or misrepresentation.
5. In no way abuse or misuse my position of power or exploit any relationships with a service participant, a funder or any member of the community for the benefit of myself or the organization.
6. Not accept money, gifts, gratuities or other consideration from any stakeholder, in exchange for services rendered with cultural consideration given to the individual circumstance.

7. Protect proprietary and confidential information from improper or inadvertent disclosure, as such disclosure may harm the agency's practice or violate the interests of service participants, employees, volunteers or board members.
8. As required by the letter and the spirit of the law, commit to full and accurate disclosure of information when reasonable requests for information are made.
9. Be committed to reducing McMan's environmental footprint by conserving resources, reducing waste and recycling materials whenever possible.
10. Be committed to demonstrating a person-centered philosophy and incorporate it into service delivery and marketing materials distributed to stakeholders.

When interacting with service participants, colleagues, funders, partners, other agencies, businesses and members of the public, I will:

11. Conduct myself with professionalism, openness, honesty, integrity and fairness.
12. Recognize my individual boundaries of competence and be forthcoming and truthful about my professional experience and qualifications.
13. Exercise a duty of care to avoid both real and perceived conflicts of interest. Where a conflict of interest does exist, real or perceived, it will be disclosed.
14. Be truthful and accurate in all public statements and promotions concerning the services, programs or other business of the agency.
15. In no way disparage or demean colleagues, other agencies or organizations or the quality of service that they provide.
16. Not serve as a witness for the signing of legal documents for service participants without approval of my supervisor. Examples of such legal documents include guardianship, advanced directives, power of attorney, lease agreements, etc.
17. Not display unapproved or unauthorized materials on worksite bulletin boards for the purpose of solicitation or personal fundraising. Personal fundraising or solicitation may be conducted during a break, provided it is away from the service participants and not in an area frequented by them.
18. Respect the property of McMan, service participants, other employees and visitors.

Reporting and Investigating a Breach of the Code of Ethics

If you have questions about the Code, or if you have concerns related to an ethical violation, speak immediately with your supervisor or Human Resources. All allegations related to a breach of the Code of Ethics will be investigated following the process outlined in Policy HR-2-5 Complaint and Allegation Resolution and Appeal Process. All communications will be treated confidentially and without retaliation unless the allegation is found to be malicious or knowingly false.

If the allegation involves a Board Member, the report must be made to the President of the Board. If the allegation is against the Board President, the report must be made the Board Vice-President.

Statement of Compliance

I have read McMan's Code of Ethics and fully understand and agree to abide by the terms of the Code.

Employee Name (please print)

Employee Signature

Date