

STATEMENT OF ETHICS

I, _____ understand employees of North Valley Services (NVS) are placed in a position of trust and confidence to protect and advocate for those we serve, ensure proper service delivery, protect the rights of the individuals, and maintain the integrity of services.

Ethics

Employees will:

- Refrain from abusing clients, physically or psychologically.
- Keep foremost the clients' self-worth.
- Maintain strict professional relationships with clients. Social interactions should be appropriate, as misunderstood actions could be harmful to the clients.
- NVS Leadership will promote full program and service access for all persons.
- NVS Leadership should never sell/buy anything from staff or clients. For instance: Girl Scout Cookies, Little League Raffle Tickets etc. on NVS property or time. In addition, NVS Direct Care Staff should never sell/buy anything from clients.
- Staff should contact their immediate supervisor if there are questions regarding actions or become knowledgeable of any illegal or unethical act.
- Maintain any information/actions pertaining to clients, staff and/or NVS with the strictest confidence. Information should not be discussed or disclosed without prior approval from NVS Management.
- Witnessing of Legal Documents may be required of NVS staff, such as the completion of I-9's.

Employees who knowingly and/or willfully take advantage of a client emotionally, psychologically, physically, breach confidentiality, or cause the integrity of services to be questioned, will face disciplinary action up to and including termination.

Signature

Date