

Section: Personnel	
Policy: Leader Code of Ethics	
Policy#: 2.1	Revision Date: 08-26-10

LEADER CODE OF ETHICS

POLICY

The Club believes in the dignity and value of the individual client's. It is committed to increasing the client's understanding of him/herself and others. All Leaders are expected to adhere to and model appropriate behaviours in accordance with the guidelines outlined below.

REASON FOR POLICY

As professionals, the Club's Leaders will promote the full development of each client's potential and will endeavour to ensure that the total needs of each client are met.

GUIDELINES

1. Leaders Responsibilities

Definition:

For the purposes of this policy 'Leaders' will refer to any person involved in the Club who interacts with any client or his family, and shall include (but not be limited to) all paid Leaders, students and volunteers.

Leader's responsibilities will consist of but not be limited to:

- a) being aware of and facilitating the delivery of appropriate services to each client's physical, emotional, social, educational and vocational needs
- b) maintaining professional objectivity and self-discipline so that each client's needs remain the primary focus
- c) being aware of the profound social responsibility they have due to the fact that their work ultimately touches the lives of others
- d) recognizing the need to further both their own knowledge and skills as well as assisting others to further themselves

2. Competence

Leaders will promote the establishment of an atmosphere conducive to the healthy growth and development of the clients in their care.

3. Moral and Legal Standards

Leaders will realize that violation of accepted moral and legal standards have the potential to damage the relationship with the clients in their care and the community.

4. Confidentiality

- a) Leader's are obligated to safeguard information about the clients

- b) any information shared is done only with others involved professionally with the clients and is done in a manner consistent with ethical and professional practice and only when it serves the best interest of the client or is required to protect the well being or safety of others

5. Advocacy

- a) Leaders because of their awareness of individual and group dynamics, are expected to harmonize conflicts
- b) Leaders will respect and encourage appropriate parental/guardian involvement

6. Professional Relations

Leaders will recognize the importance of other related disciplines in the delivery of service to the clients.

7. Organization

- a) Leaders will respect the reputation of the Boys and Girls Club of Brantford
- b) Leaders are expected to conduct themselves in a professional manner at all times, providing a positive role model for other Leaders, students, volunteers and clients.
- c) Leaders shall maintain a standard of personal appearance consistent with the professional image of the Boys and Girls Club.
- d) Leaders shall report to work on a timely, regular basis free from the influence of non-prescribed intoxicants.
- e) Leaders are expected to work cooperatively with fellow Leaders in a team approach to achieve agency goals.
- f) Leaders are expected to respect and maintain agency property and belongings of other Leaders and members.
- g) Leaders, volunteers and students are expected to respect agency confidentiality.
- h) all verbal and written information and/or business dealings with the Club is not to be conveyed, transferred, or released to any unauthorized person and such information shall be used only for purposes approved by the agency.

8. Budget

The Board will not approve a deficit budget

9. Training

The Club provides risk management training to Board members and Leader's

10. Usage Policies/Contacts

The Board ensures the Club has external, individual and/or group usage policies or contracts

11. Crisis/Emergency Plan

The Board ensures there is a crisis and emergency plan in place

12. Financial Management

The Board ensures sound financial management policies and practices are in place to anticipate financial and funding changes

13. Strategic Plan

The Board ensures the Club's Leader'sing plans are consistent with the Club's strategic plan

14. Human Resource Strategy

The Board ensures the Club's long term human resource strategy to meet future Leader'sing needs is addressed in the strategic plan

15. Written Policies

The Board ensures the Club has written policies