



STAFF CODE OF ETHICS

As an employee of YVEDDI, I promise that I shall subscribe to the principles set forth in YVEDDI's Staff Code of Ethics. The YVEDDI Staff Code of Ethics is outlined below and therefore I promise that I shall:

1. Not contact YVEDDI Board members through any form of inappropriate communication, related to personnel matters under the purview of the Executive Director, without receiving prior approval from the Agency Executive Director or the Assistant Executive Director. This principle is not meant to prevent positive Board member/staff interactions that are conducive to successful service provision. However, this principle is being implemented to prevent negative, inappropriate Board member/staff communications that might conflict with "Chain of Command", "Grievance", or other Agency policies and procedures that are personnel in nature.
2. Respect all citizens associated with YVEDDI, especially clients and co-workers.
3. Support both the Mission and the Vision of YVEDDI and assist management in attaining short-term objectives and long-term goals.
4. Avoid conflicts of interest and maintain confidentiality of YVEDDI records, materials, business, and especially confidential client information.
5. Complete work duties in an efficient and conscientious manner with the goal of reaching my full employment potential.
6. Maintain YVEDDI guidelines, follow all policies and procedures, and follow all statutes related to the expenditure of federal, state, and local funds.
7. Promote and encourage a positive work atmosphere that empowers clients to achieve goals and that enables both clients and staff to achieve their highest potential.
8. Honor trust as a foundation to respect, lead by example, and follow "Chain of Command" when interacting with clients, co-workers, and management level staff.
9. Make only positive public and/or private comments regarding YVEDDI in general, agency services, and agency staff. Comments should always be positive in nature and communicated to promote agency characteristics such as quality, integrity, accountability, transparency, and efficiency of programs and services.
10. Insure that all of my actions as a YVEDDI staff person are legal, ethical, and moral.

The Staff Code of Ethics includes compliance with YVEDDI By-Laws, Policies and Procedures, and information documented in the YVEDDI Employee Handbook. If the Code of Ethics is broken, the consequences of the infraction will follow disciplinary procedures documented in the Employee Handbook.

I understand this document shall be placed in my personnel file and that violations of these codes may result in disciplinary action up to and including termination. My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee Signature

Date
