

Agency Code of Ethics

Date Instituted: 3/97, Revised 4/07

Organization Area: Administration

Affects: All Staff

Policy Statement:

It is the policy of Our Little Haven to make every effort to enforce and uphold a code that describes the philosophies, team approach, and personal/professional development opportunities upon which Our Little Haven is based.

Rationale:

In adhering to the Our Little Haven Code of Ethics, all staff, paid and unpaid, will be more assured of a successful and satisfying work experience, while also promoting the best possible therapeutic environment for the families and children we serve.

Procedure Statement:

1. Staff will receive a copy of the OLH Code of Ethics on the first day of orientation
2. Every employee of Our Little Haven shall act in good faith to uphold the OLH Code of Ethics, in the best interests of CSSA, and with the care of the ordinarily prudent person under similar circumstances.

Our Little Haven Code of Ethics

The staff of Our Little Haven believe that the following values are critical to the effectiveness of our team and the well being of the children we serve.

*We will protect the children in our care from abuse and maltreatment, experimentation, economic exploitation, malnutrition and unsafe environments;
and shall bring to account adults who thwart that purpose.*

*We will obtain for children who are physically or mentally ill the
best therapeutic care available.*

*We will provide every opportunity for children to learn
and develop whatever talents they may possess.*

We will have open communication.

We will concentrate on the positives.

We will have a high level of respect and courtesy for each other.

*We will process the problems with the person with whom we are having difficulty
in a professional manner.*

*We will avoid gossip regarding fellow staff members and
discourage others who engage in it.*

We will keep relationships professional and not accept physical or verbal misconduct.

We will make every effort to avoid the formation of sub-groups or cliques within the team.

We will be forgiving of team member's mistakes.

We will not allow children to separate or divide team members.

We will adhere to lines of authority and communication.

We will not allow problems to go unresolved.

We will create an atmosphere where people feel free to ask for help.

We will not assume.

We will be willing to help team members do their job.

*We believe keeping the team healthy is every single person's responsibility.
We believe the children we serve are an important and integral part of our world —
these children are utmost in our hearts, minds and actions.*

Our Little Haven
