



Code of Ethics

The Neighbor To Family Code of Ethics sets ethical values, ethical principles, and ethical standards to guide Neighbor To Family's staffs', contractual workers', interns', and volunteers' daily conduct and behavior in providing services to the clients of the various Neighbor To Family programs.

Neighbor To Family personnel provide services that enhance human well-being and assist in meeting the basic needs of all clients involved in Neighbor To Family programs. It is understood that individuals who work in the human services field, make ethical judgments in providing assistance to clients based on their personal values, culture, and experience. Neighbor To Family personnel should be aware of their own personal values, and cultural and religious beliefs and practices that impact on service delivery and relationships with their clients. They should be aware of any conflicts between personal and professional values and deal with them responsibly. Neighbor To Family's Code of Ethics is based on and guided by the principles and standards of professional codes of ethics for social workers, nurses, mental health professionals, psychologists, and similar professions engaged in human services. The code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged.

ETHICAL PRINCIPLES

To set forth ideals of moral conduct and integrity to which all Neighbor To Family personnel should adhere, Neighbor To Family has adopted the ethical principles found in the Neighbor To Family vision statement and expects all personnel to adhere to the code of ethics of their specific profession (i.e., social work, counseling, psychology, and nursing)..

- Neighbor To Family personnel's primary goal is to help people in need and to address social problems that impact on their lives.
- Neighbor To Family personnel challenge social injustice and its impact on individuals and families.
- Neighbor To Family personnel provide services equally and fairly, valuing the differences and respecting the dignity and worth of individuals and families.
- Neighbor To Family provides personnel and clients with equal opportunity access to employment and services.
- Neighbor To Family personnel facilitate civic responsibility by providing their service recipients with the opportunity to become self-sufficient.

- Neighbor To Family personnel act honestly and responsibly and promote ethical practices on the part of Neighbor To Family.
- Neighbor To Family personnel practice their areas of competence in an ethical manner and to the best of their ability.

ETHICAL STANDARDS

The following ethical standards are relevant to activities of Neighbor To Family personnel:

1. PERSONNEL'S ETHICAL RESPONSIBILITY TO CLIENTS

- Neighbor To Family personnel's primary responsibility is to promote the well-being of clients by providing the highest quality of professional service.
- Neighbor To Family personnel should provide services to clients only in the context of a professional relationship based on valid informed consent. Neighbor To Family staff should advise clients that, in the course of receiving services, they have the right to make decisions regarding their needs as well as have available to them information that will assist them in making informed choices.
- Neighbor To Family personnel should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification; consultation received, supervised experience, or other relevant professional experience.
- Neighbor To Family personnel should understand culture and its function in human behavior and society as well as have a knowledge base of their clients' cultures, and be able to demonstrate cultural competence and responsiveness in the provision of services.
- Neighbor To Family personnel engaged in private practice activities are not allowed to conduct those activities during scheduled working hours, on Neighbor To Family's premises, nor be involved in any dual relationships with clients or former clients.
- Neighbor To Family personnel should protect the confidentiality of clients by protecting all information obtained, not releasing information to a third party (unless clients have authorized such disclosure or where required by law), only discussing confidential information in a setting where privacy can be ensured, and protecting written and electronic records.

- Neighbor To Family personnel should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided. Client records should include sufficient and timely documentation to facilitate the delivery of services and to ensure continuity of services provided to the client in the future.
- Neighbor To Family personnel should provide clients with reasonable access to their records as outlined in Neighbor To Family policy, Maintenance and Storage of Client Records.
- Neighbor To Family personnel should, under no circumstances, engage in sexual activities or sexual contact with current or former clients, their relatives, or other individuals with whom clients maintain a close personal relationship. Neighbor To Family staff should not provide services to individuals with whom they have had a prior sexual relationship.
- Neighbor To Family personnel should not be involved in any behavior that could be considered harassment of clients including sexual harassment, sexual advances, sexual solicitation, request for sexual favors, and other verbal or physical conduct of a sexual nature.
- Neighbor To Family personnel should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling and caressing clients).
- Neighbor To Family personnel should not use derogatory language in their written or verbal communications to or about clients. This also includes, but is not limited to, negative physical contact with clients.
- Neighbor To Family personnel should not accept personal goods or services from clients as payments for professional services.
- Neighbor To Family personnel should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.
- Neighbor To Family personnel should terminate services and professional relationships with clients when such services and professional relationships are no longer required. Personnel should take reasonable steps to avoid abandoning clients who are still in need of services and make the necessary referrals.
- Neighbor To Family personnel should advocate within and outside their agencies for adequate resources to meet clients' needs.

2. PERSONNEL'S ETHICAL RESPONSIBILITIES TO COLLEAGUES

- Neighbor To Family personnel should treat colleagues with respect and should represent accurately and fairly qualifications, views, and obligations to colleagues. Neighbor To Family personnel should avoid negative criticism of colleagues in communications with clients or with other professionals.
- Neighbor To Family personnel should develop trust with colleagues by being trustworthy, consistent, sincere, supportive, acting with candor, and learning from history and then moving forward.
- Neighbor To Family personnel should respect confidential information shared by colleagues in the course of their professional relationships and transactions.
- Neighbor To Family personnel should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.
- Neighbor To Family personnel should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when personnel believe that they are not being effective or making reasonable progress with clients and that additional service is required.
- Neighbor To Family personnel who function as supervisors or educators should not engage in sexual activities or physical contact with those they supervise, students, trainees, or other colleagues over whom they exercise professional authority.
- Neighbor To Family personnel should not sexually harass those they supervise, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of sexual nature.

3. PERSONNEL'S ETHICAL RESPONSIBILITIES AS PROFESSIONALS

- Neighbor To Family personnel should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.
- Personnel should strive to become and remain proficient in professional practice and the performance of professional functions. Personnel should critically examine and keep current with emerging knowledge relevant to

their work.

- Neighbor To Family personnel should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sexual orientation, age, marital status, political belief; religion, or mental or physical disability.
- Neighbor To Family personnel should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.
- Neighbor To Family personnel should not participate in, condone, or be associated with dishonesty, fraud, or deception.
- Neighbor To Family personnel should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.
- Neighbor To Family personnel should work toward the maintenance and promotion of high standards of practice. Personnel should uphold and advance the value, ethics, knowledge, and mission of Neighbor To Family.
- Neighbor To Family personnel should not discriminate based on race, color, or national origin in the placement of children for foster care and adoption.
- Neighbor To Family personnel responsible for the development, implementation, and oversight of foster and adoptive family recruitment will provide consistent and ongoing efforts using creative and vigorous recruitment strategies and assessments of families of every race and culture of children needing adoptive families. Categorically denying the opportunity to become an adoptive or foster parent solely on the basis of race, color, or national origin is strictly prohibited. This includes not only denials overtly based on race, color, or national origin but also using standards that exclude groups of prospective parents on the basis of race, color, or national origin, where those standards are arbitrary or unnecessary or where less exclusionary standards are available.