

CODE OF ETHICS

Kawartha Family Court Assessment Service requires that all employees familiarize themselves with, and adhere to, the Code of Ethics listed below.

Infractions will be cause for corrective action as described in these policies and procedures. These rules do not include all of the behaviours for which an employee may be subject to the corrective action policy.

Kawartha Family Court Assessment Service holds the worth, dignity and individuality of every human being as important, therefore:

- Employees shall not discriminate against anyone on the basis of race, colour, language, religion, age, gender, marital status, sexual orientation, physical or mental condition, economic situation or ancestry.
- Employees shall commit themselves to preventing and eliminating such discrimination in rendering services in work assignments and in employee practices.
- Employees shall fulfill their duties, obligations and responsibilities with integrity and serve their clients in a conscientious, respectful and efficient manner.
- Employees shall strive to provide the highest quality of service while always maintaining community standards.
- Employees shall not allow outside interests or endeavours to jeopardize their professional judgement, competence or otherwise interfere with their duties and responsibilities as an employee of the Kawartha Family Court Assessment Service.
- Employees shall treat with respect the findings, views and actions of their colleagues and use appropriate channels to express disagreement or complaint on these matters.
- Employees are to maintain a professional relationship with their clients.
- Employees shall protect the privacy of clients and their families and hold in confidence all professionally acquired information concerning their clients, only disclosing such information when authorized by the clients and/or their family, or when professionally or legally required to do so in the course of their duties. It is expected that after leaving the employment of Kawartha Family Court Assessment Service, former employees will continue indefinitely to adhere to the standards of confidentiality set out in this manual.
- Employees must adhere to the policies and procedures of the Kawartha Family Court Assessment Service and keep themselves advised of any changes to these policies and procedures.