

CODE OF ETHICS

Personnel Policy 4.1 and 4.4

The following Code of Ethics is a composite of several used by professional service agencies and organizations.

I HEREBY AFFIRM:

1. That I have a total commitment to provide the highest quality care for those who seek my professional services. I will regard as my primary obligation the welfare of the individual, family or group served.
2. That I dedicate myself to the best interests of our clients and our community, and to promoting empowerment, interdependence, and self-reliance. I recognize and support the worth and dignity of all human beings, regardless of lifestyle, and will work to enhance the quality of life for all people.
3. That at all times I shall maintain a professional relationship with those served.
4. That I will behave in such a manner as to not ever be perceived as taking advantage of those I serve for my own benefit, including employing persuasion, coercion or any other form of pressure to influence them to adopt a particular point of view, join a specific organization, purchase items, or exchange goods and services for the same and/or for my personal benefit either during or after work hours.
5. That I will honor the agency for which I am employed by communicating concerns and offering constructive suggestions for program improvement to the Executive Director as soon as possible such that corrective action or positive changes may be made without disruption to services or program offerings.
6. That I will in no way initiate, establish, and/or maintain more than a professional relationship with any client beyond the boundaries of professional services provided, and that should the possibility of a more extensive relationship be indicated (including potential physical intimacy), I will ethically deal with then remove myself from the situation.
7. That I will be willing, when I recognize it is in the best interest of a client, to release or refer him/her to another program or individual. If I find that my motivation is beyond, outside of or contrary to the welfare of the client, I will refer him or her to another professional and seek consultation myself from my supervisor.
8. That I shall adhere to the rules of confidentiality governing all records, materials, and knowledge concerning those we serve. I will use information gained in professional relationships in a responsible manner.
9. That I shall not in any way discriminate against those we serve or other professionals. In my job capacity, I will work to prevent and eliminate such discrimination when rendering services and in all employment practices.
10. That I shall respect the rights and views of other staff members and persons served.
11. That I shall maintain respect for the institutional policies and management functions of the Alaska Center for the Blind and Visually Impaired (and other agencies with which the ACBVI maintains cooperative working relationships) but will take the initiative to suggest improvements to those policies if such improvements will serve the best interests of clients and the community.

12. That should I, in the performance of my duties and responsibilities, come across anything which in my estimation might bring harm or disrepute to the Alaska Center for the Blind and Visually Impaired or which might be construed by others as inappropriate, immoral or unethical, my first obligation is to the welfare and integrity of the program and I will inform my supervisor of my concerns immediately.
13. That I have a commitment to assess my own personal strengths, cultural values, limitations, biases, and effectiveness on a continuing basis; that I shall constantly strive for self-improvement; and that I have a personal responsibility for professional growth through further education and/or training. I hold myself responsible for the quality and extent of the services I perform.
14. That I, as an individual, have a responsibility for my own conduct in all areas, including the use of mood-altering and other drugs, including alcohol.
15. That I, as an individual, have a responsibility to myself, the clients, other associates, and the community to maintain my physical and mental well-being. I also recognize that taking care of my own needs and those of my family are part of my personal and professional responsibility. I will strive to maintain balance and harmony between my personal and professional life.
16. That I respect the privacy and anonymity of the people whom I serve.
17. That I stand ready to give appropriate professional services in public emergencies.
18. That I will distinguish clearly, in public and in private, between my statements and actions as an individual and as a representative of the Alaska Center for the Blind and Visually Impaired. I will strive to act professionally and ethically in all situations so as to bring credit to the Center and to those I serve.
19. That I will contribute my knowledge, skills, and support to programs of human welfare as best and as often as my private and professional life will allow.
20. That I will respect a client's right to evaluate the usefulness of services of the Center in order to further impact the process of program development and improvement.
21. That I will adhere to this Code of Ethics as well as that of my field of professional practice (i.e. AER, AFP, etc.).