











The Fort St. John Association for Community Living Code of Ethical Conduct













I agree to:

-  Be committed to serving the needs of individuals with developmental disabilities as my first priority. I understand the development of the field will be based on the ideals and needs of those we serve before those of ourselves.
-  Be committed to remembering that all individuals are equal and that everyone is worthy of respect, freedom and dignity, regardless of race, age, ability, gender, religion or lifestyle.
-  Be committed to the belief that everyone deserves to be part of a community, a family, a group of friends, and that communities are better and stronger when everyone lives together.
-  Be committed to working for the well being of the people we serve in all areas of their lives, including their education, communication, health, physical comfort, spiritual fulfillment, social skills, and relationships.
-  Be committed to helping the people we serve to speak for themselves, and when needed, to support the views of people with developmental disabilities by speaking on their behalf.
-  Be committed to approaching my work with integrity and conscientiousness, which means that I will always use my best judgment, be fair, impartial, and dedicated to these ethics anytime my work might be involved or affected.
-  Be committed to achieving high standards and strive to be as competent, skilled, and informed as possible.
-  Be committed to acting in a manner that reflects well upon the individuals I serve and the movement towards Community Living.
-  Be committed to helping the individuals we serve be as independent as they can be.
-  Be committed to respecting the privacy of the individuals we serve.










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1.0 Personal Care/Health





I agree to:

-  *Teach* and support individuals to be responsible for as much of their own personal care as they can be.
-  *Refer to the Person Centered Plan* when an individual needs physical help to do personal care. Person Centered Plans include:
-  Never provide more help than the individual needs.
-  Know about and understand the medical needs of the individuals with whom I work.
-  If possible, ensure someone of the same gender as the individual being helped if assistance is required for personal care or nudity is involved.
-  *Make* physical assistance for the individual as brief and comfortable as possible.
-  *Teach* and support individuals to do as much of their own meal planning, grocery shopping, and cooking as they independently can.
-  *Always* check with a doctor before creating a special diet for an individual. A special diet is a menu plan in which a individual's food choices are limited or directed.
-  *Seek* and follow the advice of a doctor when an individual chooses not to eat or chooses to make unsafe food choices.
-  *Ensure* that menu plans follow the Canada Food Guide or the advice of a nutritionist.
-  *Never* create a menu based on worker's preferences. Instead, the worker supports individuals to make dietary choices (such as vegetarianism, religious and cultural food preferences) for themselves based on the individual's own values and personal taste.
-  Follow licensing rules when giving medication, even when working in an unlicensed facility and reports any medication errors to a supervisor.

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-  Choose medical services based on the preferences of the individual (or the individual's legal guardian). I will support the right of an individual to see the same doctor regularly. I will support an individual's choice to seek a second opinion, use alternative medical services, or change doctor.
-  Seek and follow the advice of a qualified doctor whenever there are concerns about an individual's health. I will understand that even if an individual refuses treatment, only a doctor can ethically agree to not treat the individual.
-  Support the right of an individual to refuse medication and when this happens, call the on-call supervisor for direction.
-  Keep up to date and complete records of medical appointments, diagnoses, and treatments.
-  Check with a doctor every six months to make sure that each individual's medication is still needed.
-  Never share an individual's medical information with others, except:
 - as required by law (i.e. disclosure of abuse);
 - to warn of clear and immediate danger to a person or persons;
 - when I am subpoenaed in a civil, criminal or disciplinary action arising from the therapy, in which case I will disclose individual's confidences only to the extent required by the action;
 - if there is a consent of information signed by the individual concerned (or his/her legal representative), I will disclose information only according to the terms of that consent;
 - if it is in the individual's best interest to disclose information obtained during the course of my duties i.e. – knowledge of a criminal act against / by the individual, I will advise the individual this information will be released to the authorities.
-  Support the choice of an individual to stay home from work or school if they feel ill.
-  Never restrict an individual from using alcohol or tobacco legally, unless told to do so by a doctor.
-  Seek medical attention in response to emergencies or accidents.

-  *Never* force an individual to go to bed. The worker ensures that there is a comfortable place and time for each individual to get enough rest and sleep.
-  *Keep* all equipment in good condition and keep up to date maintenance records.
-  *Ensure* that the individual's environment is kept safe by doing such things as storing dangerous materials and objects safely, and making sure that buildings are in good condition.
-  *Regularly* remove garbage from the workplace and dispose of it properly.
-  *Know* how to follow written safety procedures for fire, earthquake or other natural disasters.
-  *Teach* the individuals about emergency procedures.
-  *Practice* fire and emergency drills regularly with individuals, and takes note of difficulties so that they can be improved upon.
-  *Keep* properly maintained fire extinguishers, first aid kits, and natural disaster kits on every work site. I will keep a roadside safety kit and a first aid kit in vehicles used for work.
-  *Never* leave an individual unattended when it is clear that the person needs to be supervised for safety reasons.
-  *Know* what procedures to follow if an individual becomes lost.
-  *Have* current First Aid and CPR certificates.
-  *Never* do anything that I know may cause harm to an individual, including, but not limited to, breaking the law or participating in activities without first assessing risk.
-  *Assess* an individual's ability and taken safety precautions as needed before involving individuals in any activity that has significant degree of risk.
-  *Keep* any vehicle used for work in good and safe condition.
-  *Make* sure that everyone in the vehicle uses seatbelts and wheelchair straps as needed.

-  Not smoke while transporting individuals, even in personal vehicles.
-  *Follow* all traffic safety laws while at work.
-  *Teach* individuals to be as independent as possible in the use of transportation.
-  *Make* sure that vehicles used to transport individuals are properly equipped with emergency equipment, first aid kit, and fire extinguishers.













2.0 Behavior Support

I agree to:

-  *Answer* all of the following questions before creating or putting in any behavior support plans:
 - What does the individual need and/or want?
 - What are the individual's beliefs and values?
 - How well does the individual understand the situation (i.e. expectations, feelings of others, alternatives, choices etc.)?
 - What is the individual capable of doing?
 - What does the individual do at this time to attempt to meet his or her needs?
 - How well does this work for him/her?
-  *Never* knowingly employ an approach that will cause an individual unnecessary pain or discomfort for any reason.
-  *Only* uses restraint or confinement:
 - At the time of a crisis;
 - For the shortest time possible; and
 - To protect people or valuable property
 - In accordance with FSJACL Policy & Procedure
 - Only if certified in CPI (Crisis Prevention Institute)
-  *Learn* how, when and why to use behavioral procedures before attempting to use them.







3.0 Socialization

I agree to:

-  *Help* individuals to get sexual education if the individual asks, or if the individual may be at risk, because of a poor understanding of sexuality.
-  *Make* sure that the individual's participation in sexual education is voluntary.
-  *Make* sure individuals have the opportunity to express their sexuality in a place that is comfortable, appropriate, and private.
-  *Support* individuals to express their sexuality according to their own personal values, except where to do so might lead to illegal sexual behavior.
-  *Take* every reasonable step to protect individuals who may be at risk as a result of unsafe sexual interactions. These risks include unwanted pregnancy, sexually transmitted diseases, violent sexual behavior, sexual harassment or assault, or any other sexual behavior that is against the law. I will report any suspected illegal sexual activity to the police.
-  *Never* reveal an individual's personal sexual information unless the individual has given their permission or the individual is at risk.
-  *Never* engage in a sexual relationship with an individual receiving services.
-  *Demonstrate* respect for each individual's religious and cultural beliefs, values, and choices.
-  *Provide* opportunities for the individual to worship and follow the customs of the individual's faith and culture.
-  *Treat* every individual the same regardless of religion or culture.
-  *Advocate* against and takes steps to prevent religious and cultural discrimination toward individuals.
-  *Take* steps to determine and support the individual's choices about social relationships. Where the individual wishes to develop or continue relationships, I will assist the individual to make contact.


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Where the individual wishes to avoid others or to be protected from others, I will help him to make sure this occurs.














-  *Always* provide the individual with opportunities to improve their social skills where the individual's behavior clearly makes it difficult for her/him to have relationships with other people.
-  *Try* to ensure that the individual has contact with their loved ones at important times in his/her life. Such times include times of personal crisis, holidays, birthdays, and other times of celebration.
-  *Attempt* to determine and support the individual's wishes for the involvement of family and friends in making decisions and plans about the individual's life.
-  *Always* work to create agreement between the individual and their supporters when friends or family are involved in helping the individual to make decisions. I will always advocate for and support the choices of the individual even when an agreement cannot be reached as long as the individual's choice does not threaten his/her safety.
-  *Ensure* that the individual has opportunities for privacy when in contact with his/her friends or family whether that contact is in person, by phone, or by some other means. I will always follow this rule unless the individual's safety is threatened or the individual gives permission for the worker to be present.
-  *Ensure* that the individual has opportunities to form relationships outside of paid supports. While it's expected that you be friendly towards individuals who you support, you are a paid professional support to that person, not a friend. This needs to be kept in mind when inviting or accepting invitations of individuals you support as "friends" on Social Networking Sites as this can cross a professional boundary.


4.0 Recreation & Leisure


I agree to:

-  *Ensure* that the individual has free time during which the individual can pursue his/her own interests.

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-  *Ensure* that the individual has easy access to the equipment, materials, and other people that is needed to enjoy his/her leisure time.
-  *Ensure* that the individual has opportunities to participate in organized recreational activities of his/her choice.
-  *Provide* the individual with opportunities to experience new recreational activities.
-  *Advocate* on behalf of the individual to have the same access as the rest of the community to all recreational facilities and activities.
-  *Take* or ensure that the individual takes the necessary safety precautions before the individual participates in a recreational activity.
-  *Ensure* that the individual is informed of and understands any potential risks involved in an activity.
-  *Never* forces an individual to participate in a recreational activity that they dislike.
-  *Never* help an individual participate in a recreational activity if I doubt that the individual understands the risks involved or if the worker cannot be certain that ever reasonable safety precaution has been taken.
-  *Ensure* that the individual participates as much as possible in deciding how to spend his recreational funding
-  *Use* funding allocated for vacations and recreation only for these purposes.
-  *Ensure* that a reasonable amount is allocated for recreation when designing a budget.
-  *Ensure* that individuals have an opportunity to take at least 2 weeks vacation from work or school every year.
-  *Ensure* that the individual is involved in planning his vacation to the greatest extent possible.


-  *Support* an individual who wishes to travel by assisting with planning, preparation, and where necessary, by saving or raising funds.


-  *Ensure* that, when traveling with an individual:
 - The accommodations and facilities to be used will be physically accessible to the individual.
 - Appropriate extended insurance has been purchased.
 - The individual has a comfortable and safe place to stay.
 - The mode of transportation will be comfortable, safe, and chosen with the preferences of the individual in mind (e.g. fear of flying).
 - All necessary medication and first aid supplies are taken.
 - All relevant emergency information is taken.


5.0 Finances


I agree to:

-  *Ensure* that sufficient funding is allocated in each of the following areas:
 - Recreation;
 - Housing and home maintenance;
 - Food;
 - Personal care and hygiene;
 - Cleaning supplies;
 - Equipment and repairs;
 - Transportation; and
 - Utilities









-  *Ensure* that the individual has spending money to use as he/she wishes.

-  *Ensure* that accurate records are kept of funds spent, except when an individual has said that they do not want records kept of their spending.

-  *Ensure* that written copies are kept of all financial records.



-  *Keep* money and valuables in a safe locked place so that only the individual and authorized workers have access.

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-  *Support* the individual to carry his/her own money and valuables when out unless there is an unusually high risk that the individual will lose them.
-  *Support* the individual to have access to their own money, as they need it.
-  *Never* prevent the individual from spending his/her money in a way that I may think is unwise, unless the individual's physical safety may be threatened.
-  *Never* allow anyone except the individual, the individual's trustee or other authorized workers to have access to, or to spend money intended for the individual.
-  *Ensure* that any business conducted between myself and the individual, other than the business of community work, is declared and reviewed by an objective third party before it can be completed to ensure that it is legal and that no conflict of interest has occurred.
-  *Always* allocate all money raised on behalf of an individual to the individual and never accept a commission for raising money as part of your work.
-  *Never* profit from my work with the FSJACL except from their fairly earned wages or salary.
-  *Never* accept a commission from charitably raised or donated funds.

6.0 Record Keeping – Personal Information

I agree to:





-  *Take* all possible steps to ensure that the individual's personal information is kept private. Such steps include the secure storage and confidential disposal records.
-  *Ensure* that any information written by me about the individual is kept on the individual's file as per legal requirements.

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-  *Ensure* that records and reports about an individual do not contain any private information about other individuals.
-  *Never* reveal any personal information gained during my work which identifies an individual or other worker, except;
 - as needed by co-workers and other professionals to support the individual;
 - when the individual or other worker has given clear permission to do so; or
 - when necessary to protect another person's health, well being, or safety.
-  *Ensure* that the individual has easy access to all information written or recorded by workers about them.
-  *Ensure* that all records and reports are accurate, organized, legible, and are updated regularly.
-  *Ensures* that all reports about an individual are kept on file.

7.0 Planning




I agree to:

-  *Ensure* that Person Centered Planning for the individual takes place at least once a year.
-  *Ensure* that the individual, the individual's family and friends, and other supporting professionals are consulted prior to the completion of the person centered planning meeting. However, I will never consult with or invite a person to take part in service planning against the wishes of the individual.
-  *Take* steps to see that all persons involved in a planning meeting agree upon goals.
-  *Develop* a specific action plan that describes how to achieve the goals after the service plan has been completed.

8.0 Life Skills Development







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I agree to:


-  *Explore* every available option for enhancing an individual's communication, including the use of technology or alternative languages, and uses the method that best meets the individual's needs.
-  *Learn* the mode of communication for each individual she supports whether it be sign language, use of an augmented communication device or system, or adapted use of language (i.e. gestures or sounds)
-  *Provide* training of essential life skills as needed for each individual in these areas:
 - personal care & hygiene;
 - safety; and
 - social & communication skills

9.0 Employment

I agree to:


-  *Ensure* that any individual I support to find employment is employed according to all related laws, including the Employment Standards Act, B.C. Human Rights Act, and Worker's Compensation Act.
-  *Inform* the individuals that I support of all the rights and benefits associated with their employment.
-  *Never* influence an individual's decision to join a union.
-  *Assist* any individual who wishes to find a job to assess his skills and aptitude. I will support the individual to pursue any realistic employment opportunities chosen by that individual.
-  *Never* force an individual to work or to stay at a particular job.
-  *Provide* enjoyable alternatives to employment for any individual who cannot work or who does not wish to work.


 *Never* ask an individual to take on duties that are part of the Support Worker's job description. In particular, I will never ask one individual to provide personal care for another.


 *Ensure* that every individual has the opportunity to retire at 55, or earlier if the individual is financially capable.


10.0 Community Participation


I agree to:


 *Ensure* that each individual has easy access to recreational facilities, banks, shopping, medical services, and similar daily living amenities.


 *Ensure* that each individual has easy access to and from work or day services. I will ensure that the individual is able to access day services or employment, which best meet that individual's needs.

 *Inform* any individual I support about the resources available in their community.

 *Assist* any individual who wishes to access cultural or religious resources to do so.

 *Ensure* that individuals experiencing physical or sensory disabilities are provided with the equipment that they need to access community resources.










 *Provide* the individual with the opportunity to choose between either integrated or non-integrated services.


 *Ensure* that the individual has equal and fair opportunity to access all community resources, regardless of whether those services are designed specifically for individuals with disabilities.


11.0 Housing and Work Space

I agree to:

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-  *Ensure* that private space is always available and easily accessible to the individuals I support in their home and at work.
-  *Ensure* that each individual's private spaces include, but are not limited to, a bedroom (in the residence) and a bathroom.
(With respect to bathrooms, the word private does not imply that each individual should have his/her own bathroom. It merely refers to principle that each person should be able to use the bathroom without another person having access at the same time. However, with respect to bedrooms the word private does mean that the individual should not have to share a bedroom with another individual except by his/her own request.)
-  *Never* enter an individual's private space without permission, unless a person's safety may be at risk.
-  *Ensure* that each individual is able to store his/her belongings in a way that is safe, secure, and private, but still easily accessible by the individual.
-  *Handle* each individual's possessions with due care and take steps to protect the individual's possessions from being mishandled by others.
-  *Assist* the individual to properly maintain his possessions.
-  *Support* individuals to develop relationships with people other than roommates and co-workers. The ethical worker supports individuals to plan activities and leisure time with their own friends or on their own, independent of roommates or co-workers.
-  *Co-ordinate* activities and design the environment so that the individual will have the space required, and so that the chance of interference or interruption by others is minimized.
-  *Advocate* or plan for individual's living and work spaces to be designed, located and furnished in a way that ensures comfort and safety, and that meets individual needs. Such considerations include, but are not limited to, light and noise level, roominess, activity levels, and proximity to resources, amenities, friends, and family.


-  *Never* mark or physically identify an individual's home in such a way as to identify it specifically as a home for people with disabilities.

-  *Assist* the individual to decorate and maintain the yard and exterior of his/her home to meet or exceed the standard of the neighborhood.

12.0 Research


I agree to:


-  *Support* and assist efforts to expand the knowledge base in the Fort St John Association for Community Living services areas, always keeping in mind that any research that utilizes personal information about service recipients, their families, or employees requires the informed consent of everyone concerned before including them in the study.






-  *Before* allowing a person I serve or his / her legal representative to sign a consent form, I will be satisfied that s/he fully understands:
 - i. the parameters of the research and his/her intended involvement
 - ii. that participation is entirely voluntary and not related to receipt of service from the Fort St John Association for Community Living
 - iii. that consent can be revoked at any time.

13.0 Staff Qualifications

I agree to:








-  *Ensure* that I possess the knowledge specifications required for a specific job.

-  *Maintain* my training and qualifications for activities that I will have to perform as part of my work. Such procedures may include medical interventions, behavioral interventions, lifts and transfers, and financial management.

-  *Certify* or re-certifies in those skill areas as required by my employer, professional association, or licensing body.
-  Not attempt to diagnose treat or advise on problems outside the professionally recognized bounds of my competence.
-  Strive to become and remain proficient in professional practice by upgrading existing knowledge and skills.
-  Have a continuing commitment to assess my personal strengths, my limitations, my biases and my effectiveness.
-  Not allow personal problems or conflicts impair my work performance or my professional judgment.

14.0 Advocacy









I agree to:

-  *Never* act in a way that might create a negative impression of Community Living or the Community Support Work profession.
-  *Report* any violations of this code to my Supervisor or Executive Director.
-  *Report* any violations of law or FSJACL policy to the appropriate authorities.
-  *Advocate* in the best interest of the individual, even when to do so may lead to conflict, expense, or inconvenience, except when any person's safety might be adversely affected.
-  *Advance* the best interest of the individual before my own and never act in such a way as to create the impression of a conflict of interest.
-  *Strive* to remain safe and fit, and understand that by risking my own well being, I also put individuals at risk.
-  *Make* decisions and acts so that **every ethical consideration is equally addressed**, and so that **no ethical consideration is ever neglected in favor of another**.

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15.0 Responsibility To Colleagues:






I agree to:

-  Work to establish a cohesive team approach and to facilitate and maintain a positive working atmosphere in order to meet the overall goals of the Association.
-  Respect the rights and views of my colleagues and treat them with fairness, courtesy, good faith and without discrimination.
-  Assume responsibility for a safe and healthy working environment.
-  Respect the confidences of my colleagues.
-  Attempt an informal solution by bringing any unethical activity to my colleague's attention. If this fails, I shall report the unethical activity to my supervisor. If I know first hand that a colleague has violated ethical standards (except in cases of abuse ,when a formal report will be made in accordance with F.S.J.A.C.L's policy)
-  Act with consideration for the interest, character and reputation of my colleagues when I replace a colleague or am replaced.
-  Ensure that the Association's standards of care are met consistently and that these expectations are expressed clearly and accurately, if I have the responsibility of supervising staff
-  Evaluate the performance of other staff in a responsible, fair, considerate and equitable manner, if I have the responsibility for employing and evaluating the performance of the other staff.

16.0 Responsibilities To Employer:






I agree to:

-  Represent the F.S.J.A.C.L in a professional and appropriate manner.

-  Work to improve effectiveness and efficiency of services provided by the FSJACL.
-  Comply with F.S.J.A.C.L policies, procedures and management decisions and will take the initiative toward improvement of such policies; procedures and decisions when it will better serve the best interest of the individuals.
-  Act to prevent and eliminate discrimination in the FSJACL's employment policies and practices.
-  Use the resources of the FSJACL only for the purposes for which they were intended.
-  Adhere to commitments made to the FSJACL.

17.0 Public Statements:


I agree to:

-  Exercise social care when making my professional recommendations or opinions public; through testimony or other public statements.
-  Correct, wherever possible, false, misleading, or inaccurate information and representations made by others concerning individuals of the FSJACL while maintaining confidentiality.
-  Represent individuals receiving our services in a respectful manner which means I will not use demeaning representations or those designed to elicit sympathy in fundraising or marketing practices.
-  Accurately represent my education, training, experience and competencies as they relate to my profession.
-  Upon my termination, shall maintain individual and co-worker confidentiality and I shall hold confidential information about sensitive situations.

18.0 Witnessing of Documents:

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I agree to:

-  Exercise caution when asked to witness documents for individuals receiving services.

You may be called upon to witness another person's signature on a document, specifically; a person receiving supports. You are to discuss witnessing of documents with your Supervisor or the Executive Director prior to agreeing to sign where that document pertains to an individual receiving supports. *(see FSJACL Program Policies and Procedures for more information)*

I understand and agree to comply with this Ethical Code of Conduct. I understand that these ethics are fundamental to all the Fort St John Association for Community Living operations and services, and that they are incorporated into the Fort St John Association for Community Living Policies and Procedures.

Board members, staff and volunteers have a duty to report all breaches of this policy to the Executive Director and be free of reprisal in doing so. Any breaches of the Ethical Code of Conduct may result in disciplinary action up to and including dismissal.

All breaches of this policy will be investigated with the investigation being completed within thirty days.

Employee/Volunteer/Student
Board Member Signature

Date

Printed Name