

## PATHWAYS ABILITIES SOCIETY

### **POLICY: CODE OF ETHICS**

**Applies to:** All Personnel and Volunteers

Original Approval Date: April 28, 2003

Date Board Approved: December 21, 2023

Replaces Policy Dated: September 14, 2020

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Board Member's Signature

### **PREAMBLE**

Pathways Abilities Society's philosophy (ideas about the way support should be given) is based on the belief that every person has the right to make a life that leads to happiness and the achievement of personal goals.

Creating quality of life can involve:

1. Having chances to try new things.
2. Making your own choices.
3. Being a part of the community you live in, belonging and feeling welcome.
4. Controlling your own life.
5. Having a purpose.

Pathways Abilities Society believes in doing the following four things to help people create a quality life:

1. Socialization: Getting together with other people.
2. Empowerment: The power to make decisions.
3. Inclusion: Be a part of the community, working, going to school, etc.
4. Independence: Doing as much for yourself as possible.
5. Embrace: Accept and celebrate differences and similarities.

### Definitions

**"Code of Ethics"**: Is a written list of expectations given to Pathways Abilities Society's staff and volunteers to help them act according to Pathways Abilities Society's beliefs or ideas in trying to achieve its mission statement.

**Staff or Employee**: Is a worker paid by Pathways Abilities Society. This could be a union member, non-union staff or management.

**Volunteer**: Is someone who gives their time to Pathways Abilities Society and is not paid. This can be a Board Member or a volunteer who helps in the everyday work at Pathways Abilities Society.

**Financial**: Means money and the things that are worth money.

## **POLICY**

Employees and volunteers must follow the Pathways Abilities Society's Code of Ethics. Employees sign the Code of Ethics digitally upon hire, confirming their commitment to uphold the policy and on an annual basis as identified by the relevant ShareVision list at their performance appraisal meeting. Employees of agency operated social enterprises sign the Code of Ethics-Social Ventures form upon hire and then once a year in the month of November. Volunteers sign the Code of Ethics form when they start a volunteer position and once a year in the month of September or March.

### **Code of Ethics**

The Code of Ethics starts with the following beliefs or ideas about how people involved with Pathways Abilities Society should act:

1. **Show respect** for yourself, your co-workers and persons getting supports.
2. **Act in a spirit of compromise and agreement** or reach a deal. Each individual will hear and respect the other person's point of view (outlook) and be open to helpful discussion (talk). This can involve give and take or meeting halfway.
3. **Be honest or truthful with everyone** without being hurtful.
4. **Trust.** Each of us will be non-judgmental (understanding) of issues. We will be helpful and able to respond to what people need.

### **As a staff or volunteer, I will:**

1. Carry out my duties with integrity and honour.
2. Treat others with respect, doing for and to others as I would have done for and to me in similar situations.
3. Be kind and considerate.
4. Speak to everyone in a friendly, positive, enthusiastic, courteous (with good manners) way and show a positive attitude.
5. Not use offensive language with people I support, co-workers or volunteers.
6. Read, refer and adhere to all Pathways Abilities Society policies and procedures.
7. Try my best to meet the needs of the persons we serve.
8. Encourage and educate the community to be accepting of all people and to be an active part of the community.
9. Give people the support they want and need.
10. Create and support a workplace that values loyalty, trust, respect, truthfulness and health and safety. Do what I can to keep that type of work environment in place.
11. Support a confidential workplace that is open and non-secretive, yet private when required.
12. Work as a team member and support my co-workers to do their best work.
13. Respect (value) the cultural beliefs of all.
14. Not act in way that is discriminatory which includes actions or omissions that distinguish between persons based on race, colour, ancestry, place of origin, culture, political belief, religion, marital status, family status, physical or mental disability, including HIV or AIDS, sex or age, sexual orientation, language, socioeconomic status or a criminal conviction charge that is unrelated to the employment of that person.
15. Make sure the work of each person is respected (valued) and recognized.
16. Supports the decisions (choices) of the leadership team and use the conflict resolution policy and procedure to fix problems.
17. Be loyal to the agency and avoid doing anything that might bring harm to the reputation of the agency. Promote and protect the good reputation of the society.

18. Be absent from work only when authorized and/or ill.
19. Be punctual and prepared for work.
20. Follow all laws and rules.
21. Look after Pathways Abilities Society property and use it carefully, adhering to the Waste, Fraud and Corruption Policy of the Society.
22. Make every effort for personal and professional growth to improve how I do my work.
23. Carefully think about the public view of my personal and professional actions and the possible effect my actions may have on Pathways Abilities Society's reputation in my community and with the people we support and their families and/or support networks.
24. Do my best to see that Pathways Abilities Society is operated in a manner that supports the agency's mission, follows its bylaws and earns the trust and support of the public.
25. Do nothing that could help me personally at the expense of Pathways Abilities Society, avoiding even the appearance (look) of a conflict of interest. This includes accepting gifts, money or loans from individuals we support and/or their families, entering into contractual relationships which could be perceived as a conflict of interest, selling or lending my personal property to individuals supported and/or their families, fundraising for personal causes, or witnessing legal or financial documents of individuals.

**As a staff or volunteer, specifically with people who get supports from Pathways Abilities Society, I will:**

1. Treat individuals with courtesy (good manners), dignity (sense of worth) and respect. See the person and their abilities.
2. Talk to people Pathways supports respectfully using the same tone and language as I would with fellow co-workers and leadership staff. I will not use language that is patronizing or inappropriate.
3. Make sure people have as much control over what is happening in their lives as possible.
4. Support people to use their skills to choose and offer many things to choose from. Giving important information and education helps make informed choices.
5. Encourage and support self advocacy.
6. Encourage self-respect, confidence and an understanding of human rights.
7. Ask for the input (opinions) of each person served. Act on the input.
8. At all times, respect (value) the legal rights of persons receiving services.
9. Respect a person's right to privacy and confidentiality. Be aware of **your** surroundings when discussing **an** individual's personal information and speak of changes in private.
10. Be aware of and change the barriers (difficulties or challenges) to accessibility that are in the agency. Barriers can be getting into and using the buildings, attitudes that are not accepting and information that people cannot understand.
11. Keep informed and adhere to the needs and support requirements of the people Pathways serves.
12. Treat the individual's support network and or family with respect and value the input they provide.

**Financial Practices, I will:**

Make sure all financial matters:

1. Follow federal, provincial and local laws.
2. Follow commonly accepted, sound accounting practices.
3. Follow the society's financial management policies, procedures and bylaws.
4. Claim reimbursement only for business related, approved expenses.

**Advertising and Promoting Activities, I will:**

Make sure advertising:

1. Always respect the dignity, rights and privacy of those receiving and providing services.
2. Will never give the wrong impression about Pathways Abilities Society.
3. Will uphold the integrity (truth) of Pathways Abilities Society so as to earn the continued support and trust of the public.
4. Adhere to Pathways Abilities Society Media policy and procedure.

**With Community Members, I will make sure:**

1. Community members (e.g. citizens, businesses, other agencies) are treated with respect and dignity.
2. When community members ask for general information, it is given as soon as possible.
3. Concerns or complaints from the community are looked into.
4. Opinions from the community are asked for, and the information received is used respectfully in improving services.

**Breaking (doing something that goes against) the Code of Ethics**

Any employee, volunteer or director who does something that goes against the Code of Ethics will be counselled or disciplined. Retaliation (payback) against anyone reporting (telling) something that goes against the Code of Ethics is not allowed. Anyone taking retaliation on someone will face discipline up to and possibly including termination.