

Policy Name:	CODE OF CONDUCT				
Section:	D	Section Title:	HUMAN RESOURCES		
Part:	II	Part Title:	Employment Practices		
Risk Category:	Operational	Effective Date:	2005	Review and Approval Date:	2020
Approval Authority:	Board of Directors	Date Revised:	2016, 2020	Review Cycle:	5 years
Responsible Executive:	Executive Director	Contact:	Executive Director		

Policy:

1. Within the scope of their employment, employees shall comply with and consistently implement the approved Mission Statement and Beliefs and Aims, policies, procedures, guidelines, and practices of the organization.

It is the organization’s responsibility to ensure that all employees receive an orientation and introduction to these systems and processes upon commencement of their employment with the organization. It is the employee’s responsibility to ensure that they develop and maintain a comprehensive understanding of the same.

2. Employees shall comply with and fulfill the requirements outlined in their job descriptions in a timely, efficient, and effective manner.
3. Employees shall arrive at work on time and able to fulfill all responsibilities inherent in their positions in an efficient and professional manner.
4. Employees shall actively demonstrate an understanding of and commitment to the various confidentiality commitments outlined in the Confidentiality Policy and related procedures, including but not limited to, protecting the confidentiality of service users and the day to day business of Yellow Brick House.
5. Employees shall demonstrate an understanding and acceptance of the organizational structure of the organization, respect lines of formal communication and accountability, and address any and all issues, concerns, confusion, and/or questions relating to day to day operations, internal team business, or work-related conflict in a direct manner, utilizing the appropriate, legitimate internal channels identified in the policies, procedures,

and guidelines of the organization.

6. Employees shall comply with the screening process required for employment as determined by the Executive Director or her designate, Finance and Audit committee, and/or Board of Directors. Minimally, this process shall include a vulnerable sector screening as outlined in the Vulnerable Sector Screening Policy found in section B, Part II of this Manual.
7. Employees shall demonstrate a commitment, willingness, and ability to contribute to the establishment and maintenance of a respectful, productive, and efficient work environment throughout the organization, including but not limited to:
 - demonstrating a willingness and ability to work effectively and cooperatively with other employees, service volunteers, committee members, and Board members as required within the scope of their employment,
 - demonstrating a commitment to resolve any interpersonal and work-related conflicts in a timely fashion and in accordance with relevant procedures, and
 - directing care and attention to their dress, language, art, and music used on-site and/or within a work-related environment in consideration of the organization's commitment to an anti-oppression perspective and professional standards.
8. Employees shall demonstrate and exercise good judgement with respect to the establishment and maintenance of effective and healthy boundaries between their work, social, and personal lives.

Specifically, employees shall not knowingly establish personal friendships or sexual relationships with any persons who have received service at or through Yellow Brick House within the previous twenty-four (24) months. Neither shall employees knowingly establish business relationships or conduct any business transactions with any persons who are currently receiving services at or through Yellow Brick House or persons who have received services from Yellow Brick House within the past twenty-four (24) months.

Refer to the Employee Involvement with Service Users Policy found elsewhere in this Manual for additional information relating to this expectation.

Purpose:

This policy reflects and confirms the organization's responsibility to articulate clearly and specifically the minimum requirements for securing and maintaining employment with Yellow Brick House. The Board of Directors recognizes and respects the competence of its employees and has identified the following requirements in order to ensure that all service users receive quality services through and at Yellow Brick House.

Scope:

This policy applies to all full time, part time and relief employees of the Organization, including unionized and nonunionized personnel, employees hired on a short-term, time limited contract, and anyone hired as an independent or self-employed contractor.

Consequences:

Noncompliance with this policy and/or failure to fulfill the requirements for employment as outlined in this policy will result in disciplinary action up to and including dismissal.