

# STEADFAST HOUSING DEVELOPMENT CORPORATION

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888 Iwilei Road · Suite 250 · Honolulu, Hawaii 96817 · (808) 599-6230 · Fax: (808) 521-7667

## EMPLOYEE CODE OF ETHICS

### RESPONSIBILITY TO PARTICIPANTS

I AFFIRM THAT:

1. I will not discriminate against or refuse support services to anyone on the basis of race, color, creed, age, sex, religion or national affiliation. I will assist persons in obtaining relevant services through referrals if I am unable, for good reasons, to provide those services.
2. I will never use my professional relationship with participants to further my own personal, financial or sexual interests.
3. I will continue professional relationships only so long as it is reasonably clear that participants are benefiting from the relationship.
4. I will evidence a genuine interest in all participants dedicating myself to help them help themselves.
5. I will not engage in or condone any form of threat or harassment, physical, emotional or sexual, to a participant.
6. I will not permit volunteers or friends of workers to perform or present themselves as competent to perform services beyond their training and/or level of experience.
7. I will respect the privacy of all participants and hold in confidence all information obtained in the course of program service. Therefore, I will not disclose confidences to anyone, except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons; 3) where I am a defendant in a civil, criminal, or disciplinary action arising from the service (in which case, participant's confidences may only be disclosed in the course of action); 4) if there is a waiver previously obtained in writing and then such information may only be revealed in accordance with the terms of the waiver. I recognize that confidentiality and privacy requirements apply also to coworkers, applicants and any sensitive situation arising within the organization.
8. I will responsibly store or dispose of participant's records under my management in ways that maintain confidentiality, as required by law.

9. I, upon my termination, will maintain participants' and coworker confidentiality and I shall hold confidential information about sensitive situations relating to Steadfast Housing Development Corporation.

### **RESPONSIBILITY TO COLLEAGUES (COWORKERS)**

I AFFIRM THAT:

10. I will respect the rights and views of my colleagues and treat them with openness, fairness, courtesy and good faith. I will extend respect and cooperation to colleagues of all professions.
11. I will not engage in or condone any form of threat, harassment or discrimination against a colleague.
12. I will not assume professional responsibility for the participants of a colleague without appropriate consultation with that colleague.
13. If I have the responsibility for employing and evaluating the performance of other coworkers, I will do so in a responsible, fair, considerate and equitable manner.
14. If I know firsthand that a colleague has violated ethical standards, I will attempt an informal solution by bringing this to my colleague's attention. If this fails, I will report this unethical activity to my supervisor.
15. I will arrive on time to work and I will come with a positive attitude.
16. I will be aware of all my conversations in the presence of participants keeping the content appropriate to the circumstance and never discuss shortcomings or disagreements with other colleagues.

### **RESPONSIBILITY TO EMPLOYERS**

17. I will improve the effectiveness and efficiency of services provided by the organization.
18. I will act to prevent and eliminate discrimination in work assignments or in personnel policies or practices.

19. I will use the resources of the organization only for the purposes for which they were intended.
20. I will fulfill any and all commitments made by me to the organization.
21. I will respect organization policies, procedures and management decisions and I will encourage improvement of such policies, procedures and decisions when it will better serve the interest of participants.
22. I will maintain the integrity and reputation of the organization.

### **PUBLIC STATEMENTS**

23. I will abide by organizational policies related to public statements. I will only give public testimony or recommendations on behalf of the organization when authorized to do so by competent authority, such as the Board of Directors or Executive Director.
24. Because of my ability to influence and alter the lives of others, I will exercise special care when making my personal recommendations or opinions in public through testimony or other public statements.
25. I will accurately represent my education, training, experience and competencies as they relate to my position.
26. I will correct, whenever possible, false, misleading, or inaccurate information and representations made by others concerning my qualifications or services.
27. If serving as a supervisor, I will make certain that the qualifications of persons under my supervision are represented in a manner that is not false, misleading, or deceptive.

### **PROFESSIONAL COMPETENCY**

I AFFIRM THAT:

28. I will commit to provide the highest quality of care to those who seek my services.
29. I will strive to become and remain proficient in the practice and the performance of program functions.

- 30. I will act in accordance with the highest standards of professional integrity.
- 31. I will act in accordance with the laws of the State of Hawaii, rejecting the use of all illegal drugs.
- 32. I will never appear at work, on or off duty, intoxicated to the point of impaired judgment and physical coordination.

**I UNDERSTAND THAT:**

A violation of certain standards of this Code of Ethics may be grounds for my immediate dismissal by the Executive Director under Section IX of the Personnel Policy & Procedure Manual with appropriate grievance procedures to be followed as indicated in Section II of the same manual. Violation of other standards of the Code may be cause for written reprimand, disciplinary action or suspension.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Distribution:  
Employee Personnel File  
Employee