

## CODE OF ETHICS and CONFIDENTIALITY AGREEMENT

In addition to the standards outlined below, all CFS volunteers shall follow the ethical principles and standards of the National Association of Social Workers (NASW) Code of Ethics ([www.socialworkers.org](http://www.socialworkers.org)) and any related code of ethics applicable to a volunteer's professional affiliation.

1. I will not discriminate against or refuse professional services to anyone on the basis of race, creed, age, gender, sexual orientation, religion, disability, or nationality;
2. I will not use my professional relationships to further my own interests;
3. I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interest and to helping them help themselves;
4. I will maintain confidentiality when working with, storing, or disposing of client and staff records;
5. I will maintain a professional attitude which upholds confidentiality towards individuals served, colleagues, applicants, and the Agency;
6. I will respect the rights and views of my colleagues, and treat them with fairness, courtesy, and good faith;
7. I will extend respect and cooperation to my colleagues and those of all professions;
8. I, upon termination, will maintain client and co-worker confidentiality, and I will hold as confidential any information I obtained concerning CFS;
9. I will not exploit the trust of the public or my co-workers. I will make every effort to avoid relationships that could impair my professional judgment;
10. I will not engage in or condone any form of harassment or discrimination;
11. If I have the responsibility for employing and evaluating staff performance, I will do so in a responsible, fair, considerate, and equitable manner;
12. I will abide by all agency policies;
13. I have total commitment to provide the highest quality of service to those who seek my professional assistance;
14. I will continually assess my personal strengths, limitations, biases, and effectiveness;
15. I will strive to become and remain proficient in my professional skills and the performance of professional functions;
16. I will act in accordance with standards of professional integrity;
17. I will not act outside the bounds of my competencies and assigned role;
18. I will seek assistance for any problem that impairs my performance;
19. I will accurately represent my education, training, experience, and competencies as they relate to my assigned job;
20. I understand that violation of this Code of Ethics may be grounds for disciplinary action, including termination of employment;
21. I will disclose to my supervisor any circumstances that pose or may appear to pose a potential conflict of interest;
22. I will not direct or steer referrals of CFS clients to any private practice engaging a CFS employee or consultant unless the President/CEO waives the prohibition. A signed waiver would be filed in the client file;
23. I understand that once a client leaves the program, I am not permitted to continue a relationship with the client without authorization of a Vice President;
24. I will not violate the intellectual property rights of CFS. CFS has exclusive ownership of work products such as grants, publications, curriculum, written documents, manuals, and any other materials generated in the normal course of business and service delivery at the Agency.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_