

Area:	Human Resources
Subject:	HR20a – Human Resources Management
Reference:	P.S. 1304.52 (h)
Policy:	Code of Ethical Conduct for SCOE Child/Family Services and Central California Migrant Head Start Employees, Consultant and Volunteers
Procedure:	

**“Commitment to Excellence”
Code of Ethical Conduct**

Our Goal

***Our goal is to create an ethical work environment
that promotes and upholds the Mission of the organization.***

CFS Mission

Together, we commit to excellence in child development programs
to enhance the quality of life in our diverse communities.

Purpose:

This code of ethical conduct is developed to guide staff, consultants, volunteers and representatives of SCOE Child/Family Services and Central California Migrant Head Start, as to how the organization will apply its program and business practices. This will also clarify and summarize the values and principles that guide our actions in making professional decisions. SCOE C/FS and CCMHS aim to "set the standard" for ethical business conduct.

We will achieve this through our beliefs, operating principles and **eight core values**: Quality, Service to Others, Relationships, Commitment, Effective Communication, Strong Work Ethic, Opportunities Provided, Supported, and Taken Advantage of, and Teamwork.

CFS Core Values

Quality: Successfully accomplish our organization's mission in an excellent and professional manner; applies to all aspects of our program; ensures systems are in place to achieve and maintain excellence.

Service to Others: Creating an environment for children and families to identify their own needs and interests by giving options and supporting their choices; giving of our time, attention, and respect.

Relationships: Developing an organization that builds connections through empathetic and supportive relationships with children, families, staff, and the community.

Commitment: Dedicated to providing excellent services for children and families; can be counted on to do our very best everyday.

Effective Communication: Communicating in an open, honest, respectful manner; listening to others; seeking common ground and a win-win outcome.

Strong Work Ethic: Acting with integrity to attain our organization's mission and core values.

Opportunities Provided, Supported, and Taken Advantage of: Continuous process of improvement that fosters progressive, forward-thinking approaches and best practices.

Teamwork: Working together in a cooperative manner for the good of all; striving to meet mutual goals through sharing, finding solutions together, helping and supporting one another.

Beliefs

- Every person is unique and has worth.
- People deserve to be treated with dignity and respect.
- People have a right to be physically and emotionally safe.
- Human potential is unlimited.
- Individuals are members of the global community.
- People are responsible for the choices they make.
- Skills for coping with change can be learned.
- Creativity and problem solving are important components of learning.
- Self-esteem affects learning.
- Learning is a lifelong pursuit.
- Cultural diversity offers learning opportunities for the community.
- People are influenced by role models.
- Family is the primary influence in the development of a child.
- Education creates opportunities for every child.
- Education is the shared responsibility of home, school, and community.
- Integrity and ethical behavior are paramount in every decision.
- Maintaining quality requires continuous improvement and teamwork.
- Excellence is worth the effort.

SCOE Operating Principles

- **ETHICAL BEHAVIOR IS KEY TO OUR SUCCESS:**
We will behave with integrity, honesty, humility and courage.
- **CUSTOMERS ARE PART OF OUR TEAM:**
Customers include families, school district personnel, community partners, and SCOE employees. We will maintain an environment in which to share ideas and work cooperatively. We will listen to our customers' needs as we collaboratively develop services and solutions.
- **QUALITY IS ESSENTIAL:**
Quality is determined by the customer who uses the programs and services, and we consider everyone with whom we interact a customer. We will continually improve our programs and services by determining customer needs and responding to customer feedback and suggestions.
- **DECISIONS ARE MADE AT THE MOST APPROPRIATE ORGANIZATIONAL LEVEL:**
Management will determine the most appropriate level for resolution of issues. Management's decisions will include input from employees, consultants and volunteers who will be impacted by proposed changes as early in the decision-making process as possible.
- **EVERYONE PLAYS AN INTEGRAL PART IN OUR ORGANIZATION:**
Everything an employee, consultant and volunteer does affects our organization. We will hold ourselves accountable to accomplish what we have been hired to do. We will behave as ambassadors of SCOE and respect every person and role within the organization.
- **CHALLENGES ARE ADDRESSED FROM A SYSTEMS APPROACH:**
When seeking to address and resolve challenges, we will focus on processes and systems using SCOE policies, protocols, and operating principles.

Operating Principles continued:

- **WE MANAGE OUR WORK BY FACTS:**
To inspire trust, to seek mutual benefit, and to act in the best interest of those we serve, we rely on data. We will gather, analyze, and act on data about SCOE's services, products, and programs
- **EMPLOYEES, CONSULTANTS AND VOLUNTEERS ARE MOST EFFECTIVE WHEN THEY HAVE AS MUCH INFORMATION AS POSSIBLE ABOUT THEIR WORK AND THE ORGANIZATION:**
Managers will provide employees, consultants and volunteers with sufficient background knowledge to fully understand their role and to accurately represent SCOE's broader mission in the community.
- **EMPLOYEES, CONSULTANTS AND VOLUNTEERS ARE ACKNOWLEDGED FOR THEIR CONTRIBUTIONS TO THE ORGANIZATION:**
We will all accept and give praise to acknowledge individual accomplishments as well as celebrate shared successes.
- **THE ORGANIZATION RECOGNIZES THAT EMPLOYEES, CONSULTANTS AND VOLUNTEERS MUST EFFECTIVELY MANAGE MULTIPLE RESPONSIBILITIES AT WORK, AT HOME, AND IN THE COMMUNITY:**
The organization realizes that to be effective at work, employees, consultants and volunteers must maintain a healthy balance in their duties at home, work and community. We will respect other's efforts to effectively manage multiple responsibilities. Supervisors will support employee, consultant and volunteers' request for flexibility when feasible and appropriate.

Head Start Performance Standards:

1304.52 (i) (1) (i); 1304.52 (i) (1) (ii); 1304.52 (i) (1) (iii); and 1304.52 (i) (1) (iv)

As an employee, consultant, or volunteer of SCOE C/FS and CCMHS, I certify that while working with the program, I will abide by NAEYC's (National Association for the Education of Young Children) Code of Ethical Conduct, Statement of Commitment, and the SCOE C/FS and CCMHS Code of Ethical Conduct and demonstrate that:

(i) I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;

(ii) I will follow program confidentiality policies concerning information about children, families, and other staff members;

(iii) No child will be left alone or unsupervised while under their care; and

(iv) I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

(2) Grantee and delegate agencies must ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

(3) Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct

NAEYC's Code of Ethical Conduct & Statement of Commitment will be provided at time of orientation.

NAEYC's Code of Ethical Conduct & Statement of Commitment is endorsed by the Association for Childhood Education International and adopted by the National Association for Family Child Care

CONSEQUENCES OF VIOLATING THE CODE OF ETHICAL CONDUCT

SCOE C/FS and CCMHS employees violating this Code of Ethical Conduct as outlined in the SCOE Personnel Policies and the CSEA Agreement, will be subject to disciplinary action.

SCOE C/FS and CCMHS consultants violating this Code of Ethical Conduct as outlined in the SCOE Personnel Policies may have their contract revoked.

SCOE C/FS and CCMHS volunteers violating this Code of Ethical Conduct as outlined in the SCOE Personnel Policies will not be allowed to enter the premises.

CERTIFICATION

Our Obligations

In order to ensure that this Code of Ethical Conduct permeates throughout the organization as well as the communities we serve, we recognize that we must treat those to whom we have obligations in an ethical manner. Thus, we make the following commitments:

For our employees: We are committed to honesty and just management, providing a safe and healthy environment, and respecting the dignity due to everyone.

For our SCOE C/FS and CCMHS families: We are committed to providing quality services and treating each one in an equitable manner. We are committed to preparing children for success in school and helping families become self reliant.

For our Board of Directors and Policy Council members: We are committed to pursuing sound business practices and exercising prudence in the use of our resources (both monetary and human).

This form must be completed by any employee, consultant or volunteer working with CCMHS, Stanislaus County Office of Education, Child / Family Services.

I _____, holding the position of * _____

in the _____ (location) SCOE C/FS and CCMHS program, certify that I have read or had explained to me, and understand the SCOE C/FS and CCMHS Code of Ethical Conduct. I am to carry out these responsibilities and understand the consequences of violating this policy.

I understand that this document shall be placed in my * _____ file.

Signed _____
Printed Name Signature Date

Management Printed Name Signature Date

* Employee, Consultant or Volunteer

Supervised by: Appropriate Management Staff

Performed by: All Staff, Consultants, and Volunteers

Forms needed: Code of Ethical Conduct / Certification, NAEYC’s Code of Ethical Conduct & Statement of Commitment brochure

Frequency: Initial: at hire
Review annually