

## **Bethlehem Center Code of Ethical Conduct For Employees and Volunteers**

As employees and volunteers of Bethlehem Center, [viagra](#) we assume a public trust and recognize the importance of high ethical standards within the organization. Values we will exemplify include:

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Commitment beyond self

-

Compliance with the laws

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Commitment to the public good

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Respect for the value and dignity of all individuals

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Accountability to the public

-

Honesty

-

Consistency and equitableness

-

Responsible application of resources

In keeping with these values, I commit to the following:

1.

I understand and support the mission, vision, and values of the Bethlehem Center.

2.

I commit to work to make our organization great by practicing excellent work ethic every day in my duties on behalf of Bethlehem Center.

3.

I commit to conduct myself in a manner that merits the trust and support of the public and that affects Bethlehem Center's reputation positively.

4.

I commit to observe all applicable laws, ethical business practices, and truthfulness in marketing Bethlehem Center's services.

5.

I commit to treat others with respect, doing for and to others as they would have done for and to them in similar circumstances. I will value the diversity of the people we serve and others who are part of the organization and our community. I will not engage in or condone any form of harassment, discrimination, or violation of human rights.

6.

I commit to accurately represent my education, training, experience, and competencies as they relate to my position and responsibilities in the organization.

7.

I commit to follow all Bethlehem Center policies and procedures dealing with issues related to my job responsibilities and ethical practices of the organization.

8.

I commit to strive for the highest level of quality possible in the performance of my duties. I will strive to meet the performance objectives of my job and work with others to meet Bethlehem Center's goals and objectives.

9.

I commit to strive for personal and professional growth to improve the effectiveness in my job.

10.

I commit to hold in confidence all information I obtain about customers and other employees, and any sensitive information about Bethlehem Center.

11.

I will be alert to and avoid conflicts of interest (or perceptions of conflict of interest) that interfere with the exercise of professional discretion and impartial judgment. I will inform the Executive Director when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. I will not take unfair advantage of any professional relationship or exploit others to further my personal, religious, political, or business interests or interests of an individual whom which I have a personal relationship.

12.

I commit to be a responsible steward of Bethlehem Center's resources.

13.

I commit to not take actions that could benefit me personally at the unwarranted expense of Bethlehem Center, avoiding even the appearance of a conflict of interest. I will exercise prudence in the expenses I charge to Bethlehem Center.

14.

I commit to not accept favors, significant gifts (exceeding \$25 value), or any other benefits directly or indirectly from people affected by the performance of my job. I will not lend, borrow from, or sell anything to a consumer.

15.

I commit to using Bethlehem Center's materials, equipment, facilities, and resources with care. All such items will be used for Bethlehem Center business, not for personal use.

16.

I commit to reporting any observed violation of this code of ethics by employees or volunteers. I will begin with resolving the issue with the individual involved. I will report the issue through the chain of command, as appropriate, to resolve the violation in an expeditious manner.

17.

Understanding that this document does not cover all possible ethical situations, I commit to abide by all generally accepted principles of ethical behavior.

18.

I understand that violation of this code may be grounds for dismissal.