



## Ethics Policy

### Overview

The purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Child & Family Resources employee. All staff, including volunteers and interns, should familiarize themselves with the ethics guidelines that follow this introduction.

Child & Family Resources is committed to protecting staff, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Child & Family addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Child & Family Resources will not tolerate any wrongdoing or impropriety at anytime. Child & Family Resources will take the appropriate measures to act quickly in correcting an issue if the ethical code is broken.

### Purpose

Our purpose for authoring a publication on ethics is to emphasize the expectations of our staff and all we come into contact with to be treated to fair business practices. This policy will serve to guide our business behavior to ensure ethical conduct.

### Scope

This policy applies to staff, contractors, consultants, temporaries, and other workers at Child & Family Resources including all personnel affiliated with third parties.

### Policy

#### Executive Commitment to Ethics

Management within Child & Family Resources must set a prime example. In any business practice, honesty and integrity must be top priority for executives.

Executives will have an open-door policy and welcome suggestions and concerns from employees. This is intended to allow all staff to feel comfortable discussing issues that may arise and will alert executives to particular staff concerns.

#### Employee Commitment to Ethics

Child & Family Resources staff will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

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Each staff member will apply effort and intelligence in maintaining ethics values. Each staff member must disclose any conflict of interests with regard to their position within Child & Family Resources.

By providing quality services and timely response to inquiries, staff members can help increase customer satisfaction.

### **Company Awareness**

Child & Family Resources staff members will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

### **Maintaining Ethical Practices**

Child & Family Resources will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behavior.

Employees at Child & Family Resources should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

### **Unethical Behavior**

All Staff...

- will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- will not tolerate harassment or discrimination.
- will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- will not use corporate assets or business relationships for personal use or gain.

### **Enforcement**

**Any infractions of this code of ethics will not be tolerated and Child & Family Resources will act quickly in correcting the issue if the ethical code is broken.**

**Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.**