

# PEOPLE'S PLACE

## Ethics Policy

Approved By: Board of Directors  
Review/Revision Date: 06/01/2021

### PURPOSE

The purpose of this policy is to ensure that the highest standards of agency integrity and professional excellence form the foundation of the agency's activities and service delivery.

### I. POLICY STATEMENT

It is the policy of People's Place to operate in accordance with the highest ethical and professional standards.

### II. APPLICATION

This policy applies to all People's Place staff, volunteers, and board members.

### III. DEFINITIONS

- A. Conflict of Interest – a situation where the action of employee, volunteer, or board member actions may compromise the integrity of the agency.
- B. Staff – agency paid employees, volunteers and Board members.

### IV. STANDARDS

- A. Staff shall conduct themselves with the highest level of personal integrity and professional excellence.
- B. Staff shall be mindful of the agency and personal responsibilities in the areas of stewardship and accountability and conduct themselves accordingly.
- C. Staff shall maintain the highest ethical standards in all fundraising efforts and ensure that the expenditure of raised funds is in alignment within the donors intent.
- D. No staff will accept anything of value from any individual or organization, when the intent of the gift is to influence a business transaction.
- E. Staff will not use their position for personal gain.
- F. Staff shall not impose their personal beliefs or values on other staff or clients.
- G. No staff or former staff will divulge confidential information to others or allow such information to be used for personal gain.

- H. Staff shall not engage in outside employment or activities that are, or could be, perceived by People's Place as a conflict of interest.
- I. If an employee witnesses any act that violates policy or potentially endangers clients or the agency the employee will be held accountable for reporting it to their supervisor immediately.
- J. Dual relationships between supervisors and subordinates that might impair the supervisor's objectivity and professional judgment must be avoided.
- K. Dual relationships between staff and the clients they serve must be avoided.

**V. EXHIBITS**

Dual Relationships Document