



Phone: 563.382.8401 Fax: 563.382.8403  
Address: 607 Washington Street, PO Box 22

## CODE OF ETHICS

By signing a copy of this Code of Ethics, I, an employee at The Spectrum Network (TSN), agree that:

- \* **I will not** discriminate against or refuse professional services to anyone on the basis of race, genetic information, color, creed, age, sex, religion, disability or nationality.
- \* **I will not** use my professional relationship or position at TSN to further my own interests.
- \* **I will** evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interest and helping them help themselves.
- \* **I will** respect the privacy of persons served and hold in confidence all information obtained in the course of professional service which includes upholding confidentiality toward individuals served, colleagues, applicants and TSN.
- \* **I will** maintain confidentiality when storing or disposing of the records of people who receive services.
- \* **I will** maintain professional attitudes and behaviors in my relationships with consumers, staff, leadership and external TSN stakeholders at all times.
- \* **I will**, upon leaving TSN employment, maintain confidentiality of all persons receiving services as well as TSN employees and organizational activities and will return any physical or soft copy records of any information I obtained while employed at The Spectrum Network. I understand failure to do so is a violation of law.
- \* **I will** respect the rights and views of my colleagues, and treat them with fairness, courtesy, respect, and honesty.
- \* **I will not** exploit the trust of the public or my coworkers. I will make every effort to avoid relationships and activities that could impair my professional judgment.
- \* **I will not** engage in or condone any form of harassment or discrimination.
- \* **I will not** permit fellow workers to present themselves as competent or perform services beyond their training and/or level of experience.
- \* **I will** follow the Interdisciplinary team's recommendations and will not provide programming that is contrary to the program outcomes and action steps established.
- \* **I will** follow all ISPs to the best of my ability and will not change or alter programming without written consent of IDT staff or ISP staff.
- \* **I will** respect the confidences of my coworkers.
- \* When I replace a colleague or if I am replaced, **I will** act with consideration for the interest, character and reputation of the other professionals and the consumers.



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- \* **I will** extend respect and cooperation to colleagues of all professions.
- \* **I will not** assume professional responsibility for the person receiving services of a colleague without appropriate consultation with that colleague.
- \* **I will** aid my co-workers in covering any temporary absences or emergencies and will help to serve person(s) receiving services and/or my co-workers until the event comes to a closure. I will afford these individuals the same consideration afforded any person receiving services or employed at TSN.
- \* If I have the responsibility for employing and evaluating staff performance, **I will** do so in a responsible, fair, considerate, equitable, and timely manner.
- \* If I know a colleague has violated ethical standards, **I will** bring this to my colleague's attention and to my supervisor. If this fails, I will report the activity to the next level of leadership.
- \* **I will** accurately represent my education, training, experience and competencies as they relate to my profession.
- \* **I will** correct, when possible, misleading or inaccurate information and representations made by others concerning my qualifications or services.
- \* If serving as a supervisor, **I will** make certain that the qualifications of persons I supervise are honestly represented.
- \* **I will** abide by The Spectrum Network policies related to public statements.
- \* **I have** total commitment to provide the highest quality of service to those who seek my professional assistance and **will** ask for assistance if I am not able to manage myself.
- \* **I will** continually assess my personal strengths, limitations, biases and effectiveness and ensure I continually project a positive and professional image.
- \* **I will** strive to become and remain proficient in professional practice and the performance of professional functions.
- \* **I will** act in accordance with standards of professional integrity and treat all people with dignity and respect.
- \* **I will** not advise on problems outside the bounds of my competence.
- \* **I will** seek assistance for any problem that impairs my performance.
- \* **I understand** the violation of this Code may be grounds for dismissal.
- \* **I understand** that this signed document will be filed in my personal record.