

Code of Ethics for MCFI Employees

Services provided by MCFI and Affiliates require strict adherence by employees to a **CODE OF ETHICS**. This CODE is based on fundamental values that include the worth, dignity, and uniqueness of all persons as well as their rights and opportunities. This CODE states general principles to guide, conduct and the judicious appraisal of conduct, in situations that have ethical implications. The ethical behavior of MCFI employees results not from edict, but from a personal commitment of individuals to the mission of MCFI and Affiliates. While it is the primary purpose of this CODE to provide guidance for employees, violation of a provision of this CODE may result in disciplinary action. All employees have a primary responsibility to serve CLIENTS.

- 1) All employees will treat clients with respect and dignity.
- 2) All employees will maintain a professional relationship with clients at all times.
- 3) All employees will not exploit relationships with clients for personal advantage, or solicit the clients of the agency for private practice or private gain.
- 4) All employees will clearly identify private practice service and service under the supervision of another agency to respect clients and their agents.
- 5) All employees will avoid relationships or commitments that conflict with the interest of clients.
- 6) All employees will not engage in any action that violates or diminishes the civil or legal rights of clients.
- 7) All employees will respect the privacy of clients and hold in confidence with the MCFI professional staff information obtained in the course of professional service.
- 8) All employees will make every effort to foster maximum self-determination on the part of clients.

All employees have a responsibility to perform work with **PROFESSIONALISM AND INTEGRITY**.

- 1) All employees will not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.
- 2) All employees will make no misrepresentation in advertising as to qualifications, education, experience, affiliations, competence, service or results to be achieved.
- 3) All employees who hold a professional position will pursue professional development by critical examination or relevant emerging knowledge.
- 4) All employees who hold a professional position will be alert to and resist influences and pressures that interfere with the exercise of professional discretion and impartial judgment required for the performance of professional functions.

All employees have an ethical responsibility to **COLLEAGUES**.

- 1) All employees will treat colleagues with respect and courtesy.
- 2) All employees who hold a professional position will present a professional image to colleagues and associates in the community.

All employees have the responsibility to support the **AGENCY**, its mission and goals and system of implementation.

- 1) All employees will use with scrupulous regard, and only for the purpose which they are included, all resources of the agency.