

Version No: 01

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Amendments Made Yes

No

CODE OF ETHICS

The Ballymun Job Centre values all employees and clients. All employees are expected to act in line with the values of honesty, integrity, loyalty and fairness. It is the policy of the Ballymun Job Centre to maintain its high reputation for ethical behaviour and fair dealing in its relationship with staff, clients and individuals in other organisations and agencies.

It is not possible to provide for every situation in the code of ethics as the code reflects general principles of behaviour. If there is doubt about any particular situation, staff must consult supervisor or manager about that situation.

The Code of Ethics applies to all the employees of the Ballymun Job Centre. Employees must accept the obligation to study and understand the provisions of this Code of Ethics.

Purpose of the Code

The purpose of the Code of Ethics is to offer guidance to Ballymun Job Centre employees in how they ought to act in their relationship with clients, other staff, and external organisations. The purpose of the Code is to outline the values that should underpin the actions of all employees.

Principles of the Code

The guiding principles of the Code of Ethics can be summarized under four headings:

- Integrity
- Confidentiality
- Responsibility

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- Respect for the rights and dignity of clients, other employees and people from other organisations

Integrity:

Staff should seek to promote integrity in all their actions on behalf of the Ballymun Job Centre. In carrying out his/her duties they are honest, fair and respectful of others. Staff should clarify for relevant parties the roles that they are performing, and attempt to function appropriately in accordance with these roles.

Confidentiality:

Every employee owes a duty of confidentiality to the Ballymun Job Centre, Clients other employees, etc. and should follow the confidentiality policy of the Ballymun Job Centre.

Responsibility:

Staff should be aware of their professional responsibilities, and at all times take positive action to fulfil these responsibilities. More specifically, staff shall:

- Review and evaluate the effectiveness of their activities.
- Behave in such a way as not to undermine public confidence in the service.
- Exercise appropriate respect towards colleagues.
- Set and monitor appropriate boundaries in the client relationship, and make these explicit to the client.
- Take all reasonable steps to ensure the avoidance of harm
- Take an active role in resolving conflicts of interest between themselves and third parties (for example, colleagues, clients, agencies).

Respect for the rights and dignity of the client, other employees, and individuals in other organisations.

Employees should honour and promote the rights, dignity and worth of clients and other employees. They respect the rights to privacy, confidentiality, self-determination and autonomy, consistent with their obligations to the law. More specifically, staff shall:

- Have sensible regard for clients' and other employees' beliefs and values.
- Not allow their service to clients to be diminished by factors such as gender, sexual orientation, disability, religion, race, ethnicity, age, national origin, party politics, social standing or class.
- Convey sensible respect for prevailing community mores, social customs and cultural expectations.

Signed

Mick Creedon
Manager