

POLICY:

All CRC employees are expected to treat clients and community members with the highest degree of professionalism and respect and will seek to be supportive whenever possible to build a positive community atmosphere.

All employees are also expected to respect other employees, cooperating with them to the best of their ability, recognizing each other as an important member of the team regardless of position.

PROCEDURE:

1. Employees will perform their obligations and responsibilities with integrity and respect while conducting themselves in a respectful manner.
2. Employees have a responsibility to clients and community members to be competent in the performance of duties and functions they undertake on their behalf. Employees will seek assistance if not confident in their abilities to perform these duties and functions. They shall provide services in a conscientious, diligent and efficient manner.
3. Employees will not allow outside interests to jeopardize their professional judgment or competence. In any case where a CRC employee becomes aware of a situation which might cause either a conflict of interest or the appearance of a conflict they must inform their supervisor immediately.
4. Employees will keep information which is received in the course of their duties as confidential. As per Human Resources Policy, employees may share information with other employees, on a need-to-know/service basis only.
5. Employees must not abuse clients or community members in any form. Forms of abuse include: physical, mental, emotional, financial, etc.
6. Employees will promote and support the vision, mission, philosophy and values of the Community Resource Centre.