



STAFF MEMBER CODE OF ETHICS

I, _____, a member of the staff of Adoptions Together, Inc. affirm that in the course of my employment:

- I will not discriminate against or refuse professional services to anyone on the basis of race, color, creed, age, sex, religion, nationality or sexual orientation.
- I will not use my professional relationship to further my own interest.
- I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service.
- I will maintain a professional attitude, which upholds confidentiality toward individuals served, colleagues, applicants and Adoptions Together, Inc.
- I, upon termination, will maintain client and co-worker confidentiality and I will hold as confidential any information I obtained concerning Adoptions Together, Inc.
- I will respect the rights and views of my colleagues, and treat them with fairness, courtesy and good faith.
- I will not exploit the trust of the public or my co-workers. I will make every effort to avoid relationships that could impair my professional judgment.
- If I have the responsibility for employing and evaluating staff performance, I will do so in a responsible, fair considerate and equitable manner.
- If I know that a colleague has violated ethical standards, I will bring this to my colleague's attention. If this fails, I will report the activity to my supervisor.
- I will act in accordance with standards for professional integrity.
- I understand that violation of this code may be grounds for dismissal.

Staff Member Signature

Date

Human Resources / Supervisor Signature

Date