

SAMPLE EMPLOYEE ETHICAL CONDUCT POLICY

PURPOSE

To set out the standards of ethical conduct expected from all employees of the First Nations Health Organization.

POLICY

The First Nations Health Organization believes that in order to deliver its services in the manner as set out in its plans it is essential that employees maintain high standards of ethical conduct while carrying out their duties.

The standards of ethical conduct call for all employees to:

- Understand all client and other policies in place and follow same
- Carry out their duties with fairness, honesty, integrity, and openness
- Respect the opinion of others and treat all with equality and dignity
- Present a positive representation of the organization at all times and conduct themselves in a professional manner at all times
- Maintain a just and courteous professional relationships with all stakeholders
- Maintain a positive attitude in the performance of their duties.
- Carry out their duties and responsibilities effectively, efficiently and economically.
- Maintain the oath of confidentiality as required.
- Maintain and care for equipment and supplies that are part of their responsibility.

POLICY APPLICATION

1. All employees shall be made aware of this policy upon receiving their orientation to the organization. They shall be asked to agree to comply with the policy and sign to that effect.
2. Complaints of unethical conduct will be forwarded to the Director of Health for consideration.
3. The Director of Health shall notify the employee of the allegation of improper conduct in order that the employee can respond. If the allegations are found to be true, the employee shall be informed and provided with sufficient time to improve the improper conduct or behaviour.
4. If the conduct or behaviour in question continues or re-occurs, the Director of Health shall consider the said behaviour or conduct as grounds for discipline, suspension or termination of employment.
5. Should a situation arise where employees feel uncertain with an ethical/conduct situation, the employee shall;
 - Document information of the situation (who, what, when and where).
 - Meet and inform the Director of Health regarding the situation and together determine the appropriate course of action.
6. The Director will remind the employee of the code of ethics and the confidentiality form that was signed at the beginning of employment to ensure that the employee clearly understands what he/she agreed to.