

ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (RMDC)
HEAD START
CODE OF CONDUCT AND PROFESSIONAL ETHICS POLICY

All staff, consultants and volunteers are required at time of hire or placement to understand and abide by the codes of conduct as set forth in the Federal Performance Standards 45 CFR 1304.52 (h)(1-3) and RMDC, Inc. Head Start. The following standards specify: (INITIAL PLEASE)

- _____ I will not engage in behavior that may constitute harassment. I will respect and promote the unique identity of each child, family and co-worker, and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, sexual orientation, gender identity or disability.

- _____ I have read and will follow RMDC Head Start's Confidentiality Policy concerning information about children, families, and other staff members.

- _____ I will limit my personal relationships with Head Start children/families. In cases where relationships exist prior to enrollment, staff will maintain confidentiality regarding program operations and will maintain professional boundaries during enrollment. In cases where the boundaries are unclear or questionable, I will contact my supervisor.

- _____ I understand that no child shall be left alone or unsupervised while under my care. Supervised is interpreted to mean that at least one paid or contracted staff person is present. In the event that children are on a walking or driving field trip, two RMDC Head Start staff must be present. If this is not possible the field trip will be rescheduled.

- _____ I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, labeling, shaming, frightening, threatening, or humiliation. I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

- _____ I understand that no child may be released from the presence of staff other than to a child's own parent or guardian or other authorized persons named in the child's Head Start file.

- _____ I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors, potential contractors, or families wishing to be enrolled.

- _____ I will not have financial interests or outside employment that conflicts with the performance of duties required of my position.

- _____ I will only solicit donations, monetary services and/or goods for Head Start with written authorization of the Head Start Director.

- _____ I will abide by local, state, and federal regulations as they pertain to any lobbying or political activity during work hours. I will not use any program resources for such activities.

- _____ I will maintain and promote professionalism. I will not talk negatively about the organization, the program, families, staff, or children. I will respect others, including those with opinions different from my own.

- _____ I will maintain good employee traits, including good attendance, accepting responsibility, being honest, engaging in educational lifelong learning opportunities, and respecting authority.

- _____ I will be ethical and professional in my use of Head Start facilities and communication systems, including but not limited to phone, computers, and mail.
- _____ I will promote the Head Start program and advocate for children and families. I realize that everyone in Head Start is a recruiter.
- _____ I have read and reviewed the Head Start Organizational Chart and will follow the chain of command.
- _____ I will communicate with staff, families and community in a positive, professional and productive manner. Should conflict arise and I am unable to resolve it by communicating directly with the other party, I will communicate with the appropriate person by following the Head Start Organizational Chart chain of command.

By signing this CODE OF CONDUCT AND PROFESSIONAL ETHICS POLICY I certify that I have read and reviewed all information. I will abide by Head Start Performance Standards, RMDC's and RMDC Head Start's Policies and Procedures, and the terms of the Collective Bargaining Agreement (Union Contract) as appropriate. I understand that this POLICY will be placed in my personnel file, that I will re-sign the POLICY each year, and that any violation of this POLICY may result in disciplinary action up to and including termination.

Signature _____ Date _____