



EMPLOYEE/CONTRACTOR/VOLUNTEER CODE OF CONDUCT

I agree to conduct myself in accordance with the following code of conduct while working for the Court Appointed Special Advocates of Santa Barbara County.

1. I will not engage in any sexual or inappropriate relationship with any client. I understand that if any such interest develops, I will immediately discontinue services for such client and report this to my supervisor.
2. I will not engage in sexual harassment. I understand that sexual harassment is sexual solicitation, physical advances, or verbal or non-verbal conduct of a sexual nature, which is either a) flagrant or b) repeated, and which I know, should know, or am told is unwelcome or offensive or creates a hostile or offensive environment, and which occurs in connection with my activities or roles as an employee/contractor/volunteer. I understand that flagrant means glaringly bad or outrageous, that is, conduct that is unquestionably harassing.
3. I will not knowingly engage in behavior that is harassing or demeaning to persons with whom I interact in my work based on factors such as those person's age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socioeconomic status.
4. I will conduct my work impartially and without any bias on the grounds of age, sex, race, religion, physical handicap, or any other bias.
5. The use of controlled substances is both illegal and fundamentally incompatible with the nature of this agency and my employment in the capacity of helping others with any substance abuse/use problems. The inappropriate use of alcohol or prescribed medication is likewise in conflict with the nature of my responsibilities. I agree to refrain from such usage of controlled substance and the inappropriate use of alcohol or prescribed medication while employed by this agency.
6. I will not engage in any other employment which would be a conflict of interest, either financially or ethically. Nor will I enter any situation that would create a dual relationship as an employee or volunteer. I will notify my supervisor immediately if this should occur.
7. I will keep all case information, records, and identity of clients confidential, except when required by law, including:
 - A. When I believe that the client may be a danger to himself or to another person or to the property of another.
 - B. To the courts if ordered by the court order signed by a judge.
 - C. To law enforcement or referral agencies when child, dependent adult, or elder abuse is observed or suspected.
 - D. In other exceptional cases as identified by law and as directed by my supervisor.
8. I understand that if for any reason I am unable to perform my duties as required by WIC §§ 100-109 California Rule of Court 1424, local rule of court, or by agency policy regarding cases, I will report this immediately to my supervisor. I understand that failure to comply with policy or direction from my supervisor can result in immediate termination.

Employee's Signature

Date

Supervisor's Signature

Date