



# Tri-County Community Council HEAD START

## Code of Conduct / Ethics

Name: \_\_\_\_\_ Site: \_\_\_\_\_

(Please check one):

Employee  Volunteer  Policy Council Member  Contractor  Bus Driver

*I will respect and promote the unique identity of each child and family, and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.*

*I will follow program confidentiality policies concerning information about children, families, and other staff members.*

*No child will be left alone or unsupervised while under my care.*

*I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, 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 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 conflict with the performance of duties.*

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

*I will take care of all equipment and supplies, and teach children to also respect material things through modeling appropriate behaviors.*

*I will adhere to equal employment opportunity laws and all other regulations which govern the Head Start program.*

*I will promote the Head Start program and advocate for children and families. I realize that everyone in Head Start is a recruiter.*

*I will follow the chain of command.*

*I will maintain good employee traits, including good attendance, accepting responsibility, being honest, engaging in educational activities for lifelong learning, and respecting authority.*

*I will assist other staff members (through job coaching and mentoring) in becoming better in their jobs.*

**Signature:** \_\_\_\_\_ **Witness:** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_