

**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, verbal, or physical abuse, or humiliation. I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, the denial of basic needs, or the use of physical activity or outdoor time as punishment or reward.

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: _____