**Code of Ethics**

The Le Jardin Community Center, Inc. Code of Ethics and professional conduct outlines the ethical principles that govern decisions and behavior.

**As a Le Jardin Community Center, Inc. Policy Council member, I will:**

* Represent the interests of all people served by the agency.
* Not be an employee of the agency nor members of your immediate family employed by Le Jardin.
* Approach all Policy Council issues with an open-mind, ready to make the best decisions for the program.
* Will respect and promote the unique identity of each child, family, employee and Policy Council member and refrain from stereotyping the basis of gender, race, ethnicity, culture, religion, or disability.
* Must uphold the agency’s confidentiality guidelines stated as follows:

a) no information regarding children and families of Le Jardin Community Center, Inc. is to be discussed outside Policy Council meetings.

b) information is to be discussed during Policy Council meetings only as

related to program operation/business or decision making.

c) no information learned at Policy Council meetings or while conducting

Policy Council business may be discussed or used in any way outside of

Policy Council activities.

* Will support and participate in a teamwork approach to decision making.
* Will conduct yourself appropriately and interact respectfully while participating on Policy Council or representing the organization within the community.
* Will respond to grievances or complaints by parents or public by:

a) Referring parties to the appropriate person or procedure.

b) Reporting the instance to the Administration.

* Not have a financial conflict or interest with the agency.
* May not accept gifts and or gratuities.
* Are prohibited from using their position on the Policy Council for purposes that

are, or give the appearance of being, motivated by a desire for private gain for

themselves or others.

* May not make public statements without prior authorization from the Administration.

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 Policy Council Member Signature Date

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 Print Name Title