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| Policy Name THE SALVATION ARMY CODE OF ETHICS | Policy Number: 1023 |
| | Effective Date: May 30, 2004 |
| Approved By: Management Committee | Date Revised: October 1, 2018 |
| Classification: Human Resources | Page No: Page 1 of 2 |

POLICY

All staff working at The Salvation Army Agapé Hospice will sign the Code of Ethics. This Code of Ethics is expressive of the principles and the purpose of The Salvation Army, providing a framework for the delivery of efficient and effective service.

PROCEDURE

The Code of Ethics (appendix A) will be included in the orientation package for all staff. Upon hiring the signed Code of Ethics will be placed in the employee's personnel file located in Employee Relations.

ATTACHMENT

[Appendix A – The Salvation Army Agapé Hospice Code of Ethics](#)

REFERENCE

Office of the Information and Privacy Commissioner. Freedom of Information and Protection of Privacy Act (FOIP) <http://www.qp.alberta.ca/documents/Acts/P06P5.pdf>. (November 22, 2019)

Office of the Information and Privacy Commissioner. Freedom of Information and Protection of Privacy Act (FOIP). <http://www.qp.alberta.ca/documents/Acts/F25.pdf> (December 9, 2020)

Office of the Information and Privacy Commissioner. Health Information Act (HIA). <http://www.qp.alberta.ca/documents/Acts/H05.pdf> (December 9, 2020)



THE SALVATION ARMY AGAPÉ HOSPICE CODE OF ETHICS

This Code of Ethics is expressive of the principles and the purpose of Salvation Army providing a framework for the delivery of efficient and effective service.

Responsibility to Residents and Colleagues:

- respect and protection of the civil and legal rights of all persons
- regard for the dignity and best interest of each person recognizing that he/she has a right and an obligation to take responsibility for personal actions and choices
- confidential retention of all information and knowledge related to the individual and related parties with disclosure only as properly and legally authorized
- honest, clear and direct communication
- commitment to relationships marked by cooperation, courtesy and mutual trust

Responsibility to the Employer:

- commitment to an effective and efficient service to Residents
- diligent handling of all documentation, records and reports according to policy and procedure
- conduct worthy of professional staff
- adherence to all health and safety regulations, standards, policies and procedures which are mandated for the safe and efficient operation of the service
- use of management practices established by the facility
- ethical use of resources
- avoidance of any conflict of interest*
- disclosure to the appropriate authority of any direct or indirect situation which may lead to a conflict of interest

* ***Conflict of interest exists when the staff member uses position, authority or privileged information to:***

- a) obtain an improper benefit, directly or indirectly or***
- b) obtain an improper benefit for a friend, relative or associate or***
- c) make decisions that will negatively affect the organization***

My signature below acknowledges that I have read and agree to abide by the Code of Ethics for Health Service Personnel.

NAME: _____ POSITION: _____

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____