

## HUMAN RESOURCES CODE

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### 8 EMPLOYEE RESPONSIBILITIES

#### 8.1 ETHICAL RESPONSIBILITIES

Every LAMP employee has basic ethical responsibilities to his/her clients, co-workers, the general public, and himself/herself.

##### General Responsibilities:

- Always provide the highest quality care or service that you are capable of.
- Conduct yourself in a manner that will be a credit to you and to LAMP.
- **Uphold the vision and values of LAMP.**

##### Responsibilities to Clients:

- Treat clients with dignity and understanding, and respect their individual needs and cultural values.
- Provide care or service without regard to the client's religion, race, ethnic or national origin, age, sex, sexual orientation, or political belief.
- Keep confidential all information and records regarding a client and disclose this information only with permission, or as required by law.
- Protect clients from acquiring any disease or infection you may have.

##### Responsibilities to Co-Workers:

- Recognize the value and expertise of your co-workers.
- Recognize the limits of your knowledge and expertise, and be willing to consult with others when appropriate.
- Demonstrate professionalism by treating others with respect and courtesy.
- Protect co-workers from acquiring any disease or infection you may have.