



# **Sunrise Services, Inc.**

## **CODE OF ETHICS**

This code of ethics embodies certain standards of conduct for employees of Sunrise Services, Inc. This code of Ethics shall be observed in the professional relationship with persons served, with the parents and guardians of individuals served, with colleagues, with related agencies and professions, and with the community as a whole. In abiding by these ethics, it is understood that the employee views his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.

As employees of Sunrise Services, Inc. we:

- Provide supports and services with integrity, compassion, and respect for individual differences, with emphasis on choice, personal growth and recovery;
- Respect our participants' privacy, and actively protect the confidentiality of their personal information, written or verbal, at all times;
- Place our professional responsibility above any personal interests and our participants' needs above our own;  
Advocate for those we serve, supporting their right to inclusion, equitable treatment, independence and quality of life;
- Treat with dignity and respect all our participants, co-workers, and employer, in our words, our actions, and our attitudes;  
Place a premium on the health and safety of our participants, and assist them to develop skills of judgment and personal empowerment in safeguarding themselves;
- Contribute the best that is in us – our ideas, understanding, knowledge and abilities – to our profession, and constantly strive to improve our knowledge, education, and skills;
- Neither discriminate nor tolerate discrimination on the basis of race, color, religion, age, sex, sexual preference, handicap, national origin, creed, marital status, disabled and Vietnam era veterans status, or HIV/AIDS;
- Accept no substantive gifts or additional compensation from clients or family, avoid conflicts of interest, and act with integrity, honesty, and good judgment in handling our participants' funds;
- Are prompt, objective, and truthful in all statements regarding services provided, hours worked, and actions taken, and comply with all reporting policies and regulations; and
- Act with professionalism at all times, providing only those services for which we are qualified, and complying with the laws and policies that govern our profession.