



# Spokane County Head Start/ECEAP/EHS STANDARDS OF CONDUCT AGREEMENT

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Spokane County Head Start/ECEAP/Early Head Start (HS/E/EHS) is a child development program that provides early childhood education, social services, and health services for eligible young children and families, including those with special needs. We offer safe and secure environments that nurture child growth and development, and provide learning opportunities for children to enhance their skills and abilities for school success. We support families in their role as the first teachers of their children, and encourage their active involvement in the program. HS/E/EHS employees are expected to respect the dignity and worth of each individual and will do everything possible to preserve and protect the welfare and human rights of the children and families HS/E/EHS serves. The Standards of Conduct flow from this fundamental belief. Therefore, HS/E/EHS's Standards of Conduct shall include, but are not limited to, the following:

1. Employees, consultants, and volunteers do not engage in behavior that may constitute harassment. Employees, consultants, and volunteers 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, in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments. Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Refer to the Chancellor/Chief Executive Officer's Directive and the Board of Trustees (BOT) Policy 2.30.01.
2. Employees, consultants, and volunteers follow program confidentiality policies concerning information about children, families, and other employees.
3. Employees, consultants, and volunteers will maintain a safe and secure environment for children and families. Employees, consultants, and volunteers will not leave a child alone or unsupervised while in their care.
4. Employees, consultants, and volunteers use positive methods of child guidance and do not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they do not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
5. Employees will adhere to the Community Colleges of Spokane and Washington State's Ethics in Public Service rules of conduct. Refer to RCW 42.52, WAC 292-110, and BOT Policy 2.10.06. Ethical concerns about one's own actions or those of other employees are to be discussed with the appropriate supervisor.
6. Employees, consultants, and volunteers refrain from inappropriate relationships with HS/E/EHS families, including, but not limited to: relationships of sexual intimacy; loaning money; entering into a business transaction; or receiving and/or giving valuable gifts, favors, or services. If questions arise, consult your supervisor as needed.
7. Employees, consultants, and volunteers make every effort to be thoughtful about implications of their behavior in public situations. If questions arise, consult your supervisor as needed.
8. Employees, consultants, and volunteers make every effort to maintain positive relationships with each other, children, families, advocates, and all other agencies with which they work.
9. Employees, consultants, and volunteers do not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/abuse of alcohol or illicit drugs on property owned or under the control of HS/E/EHS; or as a part of college activities wherever they may occur. Refer to the BOT Policy 2.30.03.

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10. Employees, consultants, and volunteers do not use HE/E/EHS facilities, telephone system, mail system, Internet, e-mail, or other computer systems in an unauthorized or fraudulent manner. Refer to RCW 42.52 and WAC 292-110 as well as BOT Policies 7.30.05 and 2.10.06.
11. When an employee is aware of circumstances within the agency that the employee believes to impair the effectiveness of services delivered to children and families, the employee makes every effort to bring about positive changes through appropriate agency channels.
12. Employees, consultants, and volunteers do not possess firearms, explosives, or other dangerous weapons on HS/E/EHS premises and/or while conducting HS/E/EHS business.
13. Employees, consultants, and volunteers must abide by local, state, and federal regulations as they pertain to any lobbying or political activity during work hours, they must also not use any program resources for such activities. Refer to RCW 42.52, WAC 292-110, and BOT Policy 2.10.06.

Employees, consultants, and volunteers are informed of these Standards and sign a Standards of Conduct Agreement upon hire and at the beginning of every third program year indicating they have received a copy of these program standards. A copy of this agreement is kept in the employee's personnel file.

**I understand and agree to the above Standards of Conduct and am aware that any breach of these standards is grounds for discipline up to and including termination.**

**Affirmed this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Print name** \_\_\_\_\_