

River Valley Child Development Services
Ethical/Professional Conduct Procedures

Effective: February 5, 2015

Information about the NAEYC Code of Ethics is shared and reviewed in the following ways:

- At new employee orientation:
 - All new employees will be given a copy of the most recent NAEYC Code of Ethics.
 - Code of Ethics will be reviewed.
- At program staff meetings:
 - Program director ensures training will be provided at least quarterly (ethical scenarios, etc.).
- At management meetings:
 - Executive Director will provide training on use of Code, as well as Administrative Supplement to the Code at least quarterly.
- At Board Member orientation:
 - Executive Director will provide a copy of Code of Ethics and review its contents.

Best practice is if an employee has concerns about a co-worker that does not involve the integrity of the program or the risk of physical harm, he/she should address with the co-worker*, if at all possible. If the employee is unable to do that or if there is no positive resolution, he/she should share their concerns with Program Director and Supervisor (P-3A-2 AND P-3B-4 from the NAEYC Code of Ethics).

If it is determined that an employee is in violation of the Code, he/she is subject to the progressive discipline policy, up to and including termination.

*RVCDS defines a coworker as any individual who works within the agency.