I. **PURPOSE:** To disseminate the values of DYRS.

II. **POLICY:** The Division recognizes the value of having high ethical standards, which guide the conduct of its employees. Division representatives are public servants charged with ensuring public respect and confidence while promoting the values and mission of the Division. Employees shall maintain a high standard of personal conduct on the job and when identifying themselves as representatives of the agency.

III. **PROCEDURES:**

A. **Professional Conduct:**

1. It is expected that employees perform all job duties with honesty and integrity.
2. Complete honesty is expected from all employees in response to any issue related to the workplace.
3. Staff members will respect and protect the civil and legal rights of all juveniles.
4. Staff shall avoid establishing social relationships with juveniles under DYRS supervision which could compromise the staff’s ability to exercise official authority appropriately.
5. Staff shall immediately inform their supervisor in writing of any incident which could be interpreted as social contact, and/or which could compromise their ability to exercise their authority.
6. Staff shall inform their immediate supervisor whenever the staff is referred a client whom the staff person knows as a relative or social acquaintance. The supervisor shall determine if a referral to an alternative staff person is appropriate.
7. Staff will provide service to youth with no purpose for personal gain.
8. All communication with adult family members will be through the use of surnames (Mr., Mrs., and Ms.).
9. Staff will be referred to by their surnames (Mr., Ms., Mrs.) in the presence of youth.
10. Staff shall maintain professional and respectful relationships with colleagues and other professionals.
11. Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose. Behaviors which demean or offend people are not acceptable and will not be tolerated.
12. The use of foul language or language that is discriminatory according to age, color, disability, ethnicity, gender, nationality, race, religion, or sexual preference is prohibited.
13. Staff will respect the importance of all elements of the justice system and cultivate a professional cooperation with each segment.

14. Staff will comply with the State of Delaware Acceptable Use Policy (DTI-0042.02).

15. No staff will use his or her official position to secure special privileges or advantages.

16. No staff, while acting in an official capacity, will allow personal interest to impair objectivity in the performance of duty.

17. No staff will use his or her official position to promote any partisan political or religious purposes.

18. No staff shall accept any gift or favor of substantive value. Any gift or favor must be reported immediately to a supervisor.

19. In any public statement, staff will clearly distinguish between those that are personal views and those that are statements and positions on behalf of the Department or Division.

20. Staff will be diligent in their responsibility to record and make available for review any and all case information which could contribute to sound decisions affecting a juvenile or public safety.

21. Each member will report, without reservation, any corrupt or unethical behavior which could affect either a juvenile or the integrity of the organization.

22. Staff will not discriminate against any juvenile, employee, or prospective employee on the basis of age, color, disability, ethnicity, gender, nationality, race, religion or sexual preference.

23. Staff will maintain the integrity of confidential information. Staff will not seek personal data beyond that needed to perform job responsibilities and will not reveal case information to anyone not having proper professional use for such.

24. Any staff that is responsible for agency personnel actions will make all appointments, promotions, or dismissals only on the basis of merit and not for partisan political reasons.

B. Criminal Charges/Investigation:

1. Employees of the Division have certain responsibilities to ensure the safety of children and be positive role models for Delaware's children. As such, Division employees must remain free from criminal activity or involvement in substantiated cases of abuse/neglect that may lead to harm of a youth.

   a. Employees have the responsibility to immediately inform their supervisor of any criminal investigations, arrests, indictments, or convictions of themselves or of any investigation of child abuse/neglect or entry onto the Child Abuse Protection Registry subsequent to initial employment.
• Failure to immediately notify a supervisor of any of the above, including final disposition, could result in discipline up to and including termination.

2. When an employee has been charged with criminal misconduct, there shall be an administrative investigation conducted by the manager/supervisor to determine whether the conduct meets the just cause standard for discipline.

   a. Administrative investigations shall be separate and detached from the criminal proceeding.
   b. Refusal to submit report or participate fully in an administrative investigation will result in disciplinary action.
   c. Disciplinary action will be determined based on the outcome of the administrative investigation.
   d. Division management shall enforce all employment/personnel practices equally and ensure employees receive due process.

C. Training and Accountability:

1. All staff will receive a copy of the DYRS Code of Ethics.
2. Staff will sign a statement verifying that they have received training and understand the DYRS Code of Ethics (Attachment A).
3. Any violation of the Code of Ethics may result in disciplinary action up to and including termination.

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