

## Social Care Ireland Code of Ethics and Conduct For Employees

### Code of Ethics

*I acknowledge:*

- That I have an obligation to the Board of Social Care Ireland (SCI), therefore, I shall promote the understanding of information processing methods and procedures to the Board of Social Care Ireland using every resource at my command.
- That I have an obligation to my fellow members, therefore, I shall uphold the high ideals of SCI as outlined in the Association Bylaws. Further, I shall cooperate with my fellow members and shall treat them with honesty and respect at all times.
- That I have an obligation to SCI and will participate to the best of my ability in the dissemination of knowledge pertaining to the general development and understanding of information processing. Further, I shall not use knowledge of a confidential nature to further my personal interest, nor shall I violate the privacy and confidentiality of information entrusted to me or to which I may gain access.
- That I have an obligation to my employer, therefore, I shall uphold its ethical and moral principles.
- That I have an obligation to my employer whose trust I hold, therefore, I shall endeavour to discharge this obligation to the best of my ability, to guard my employer's interests, and to advise him or her wisely and honestly.
- That I have an obligation to my country, therefore, in my personal, business, and social contacts, I shall uphold my nation and shall honour the chosen way of life of my fellow citizens.
- I accept these obligations as a personal responsibility and as a member of Social Care Ireland. I shall actively discharge these obligations and I dedicate myself to that end.

### Standard of Conduct

These standards expand on the Code of Ethics by providing specific statements of behaviour in support of each element of the Code. They are not objectives to be strived for, they are rules that no true professional will violate. It is first of all expected that an information processing professional will abide by the appropriate laws of their country and community. The following standards address tenets that apply to the profession.

In recognition of my obligation to the Board of Social Care Ireland I shall:

- Keep my personal knowledge up-to-date and insure that proper expertise is available when needed.
- Share my knowledge with others and present factual and objective information to Board of Social Care Ireland to the best of my ability.
- Accept full responsibility for work that I perform.
- Not misuse the authority entrusted to me.
- Not misrepresent or withhold information concerning the capabilities of equipment, software or systems.
- Not take advantage of the lack of knowledge or inexperience on the part of others.

In recognition of my obligation to my fellow members and the profession I shall:

- Be honest in all my professional relationships.
- Take appropriate action in regard to any illegal or unethical practices that come to my attention. However, I will bring charges against any person only when I have reasonable basis for believing in the truth of the allegations and without any regard to personal interest.
- Endeavour to share my special knowledge.
- Cooperate with others in achieving understanding and in identifying problems.
- Not use or take credit for the work of others without specific acknowledgement and authorization.
- Not take advantage of the lack of knowledge or inexperience on the part of others for personal gain.

In recognition of my obligation to Social Care Ireland I shall:

- Protect the privacy and confidentiality of all information entrusted to me.
- Use my skill and knowledge to inform the public in all areas of my expertise.
- To the best of my ability, insure that the products of my work are used in a socially responsible way.
- Support, respect, and abide by the appropriate local, state, provincial, and federal laws.
- Never misrepresent or withhold information that is germane to a problem or situation of public concern nor will I allow any such known information to remain unchallenged.
- Not use knowledge of a confidential or personal nature in any unauthorized manner or to achieve personal gain.

In recognition of my obligation to my employer I shall:

- Make every effort to ensure that I have the most current knowledge and that the proper expertise is available when needed.
- Avoid conflict of interest and insure that my employer is aware of any potential conflicts.
- Present a fair, honest, and objective viewpoint.
- Protect the proper interests of my employer at all times.
- Protect the privacy and confidentiality of all information entrusted to me.
- Not misrepresent or withhold information that is germane to the situation.
- Not attempt to use the resources of my employer for personal gain or for any purpose without proper approval.
- Not exploit the weakness of a computer system for personal gain or personal satisfaction.

**Approval Date: 29<sup>th</sup> January 2019**

*This Policy will be updated as necessary.*