

## CODE of CONDUCT

East Missouri Action Agency Head Start staff:

1. Will respect and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Will not harm children. Will not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitive or intimidating to children.
3. Will respect the primary importance of the family in the children's development.
4. Will maintain a caring, cooperative workplace. Human dignity will be respected and professional satisfaction will be promoted. Positive relationships will be developed and sustained. It will be the responsibility of each employee to establish and maintain settings and relationships that support a productive work place and meets professional needs of each individual.
5. Will behave and interact respectfully while participating or acting within the community.
6. Are prohibited from using their personal knowledge of children and families for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
7. Must not make public statements under the support of any agency title without prior approval of the Head Start Director.
8. Will follow all East Missouri Action Agency Personnel Policies.
9. Will follow Federal Head Start Performance Standards as mandated by Head Start 101. (Work Service Plans)
10. Will respect and uphold the legal authority of the Board of Directors and Policy Council to establish, review, or revise the standards of conduct for individuals employed by East Missouri Action Agency Head Start.
11. Must uphold the agency's confidentiality guidelines stated as follows:
  - a. No information regarding children and families of children enrolled with East Missouri Action Agency Head Start is to be discussed outside of the work setting or Board/Council meetings;
  - b. Information is to be discussed within the work setting only as is necessary and related to program operations/business or decision-making.
  - c. No information learned at East Missouri Action Agency Head Start staff meetings, child staffing, home visits (either teacher visits or social services visits) or Head Start classroom may be discussed or used in any way outside of the Head Start center unless written consent is given.
  - d. Head Start children and families personal information contained in the enrollment or family file must be secured and only accessed by authorized personnel
12. All staff will also adhere to NAEYC Code of Ethical Conduct and Statement of Commitment.
13. Failure to adhere to any/all of the code of conduct will result in immediate disciplinary action.

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Staff Signature

Date