



## Haven Foundation Policy **Code of Ethical Conduct**

For Faculty (Course Leaders), Assistants and Interns

### **1. Object and Purpose**

*The Haven Institute is committed to fostering and maintaining the highest standards of ethical conduct amongst its course leaders, assistants and interns. The purpose of this Code of Ethical Conduct is to provide guidance to leaders, assistants and interns and to enhance the confidence of clients (students/participants) and the public in the integrity and competence of those playing a leadership role in the delivery of The Haven Institute programs and courses.*

The Education Steering Group/Director of Intern Training shall administer the Code in accordance with his or her duty to supervise and direct the overall educational work and standards of The Haven Institute.

This Code applies to all persons who are leading, assisting leaders or interning with leaders in courses or programs where The Haven Institute acts as the registering authority. (This includes helpers in non-proprietary courses who are 'assisting'.)

### **2. Principles of Ethical Conduct**

#### **INTEGRITY**

A course leader, assistant or intern conducts him/herself in accord with the Criminal Code<sup>1</sup>, The Canadian Human Rights Act and the relevant BC Human Rights Legislation and takes personal responsibility for maintaining the integrity of The Haven Institute at all times. They do not provide services that create a conflict of interest that may impair leadership of the course or program, and do not give or receive from course students/participants, gifts of substantial value of that impair the integrity or efficacy of the leader: student/participant relationship.

#### **COMPETENCE**

A course leader, assistant or intern fosters his or her professional competence and knowledge on an ongoing basis and performs his or her leadership responsibilities fully and diligently. The course leader, assistant or intern accurately represents his/her qualifications, degrees, and knowledge. Course leaders, assistants or interns are committed to his/her own self-awareness and uses it to protect the course student/participant from the intrusion of the leader's/ assistant's/ intern's personal needs into the relationship at the expense of the student's/participant's needs.

#### **COLLEGIALITY**

Course leaders, assistants and interns foster a collegial approach to the work of The Haven Institute and assist colleagues through the exchange of views, information and opinions in a spirit of respect and consideration.

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<sup>1</sup> The web links for all legislation mentioned are found at the end of this document.

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### **HONESTY, MUTUAL RESPECT**

Course leaders, interns and assistants provide feedback openly, directly and frankly to course participants for the benefit of their personal learning and development, with respect for the fundamental dignity of the person. They demonstrate awareness of and sensitivity to gender-related issues and cross-cultural issues although no issue should be considered taboo from open dialogue. In dialogue with students/participants and otherwise, course leaders, assistants and interns are caring and considerate of all involved. Similarly, course leaders, assistants and interns expect students/participants to treat them in a spirit of respect.

### **PROFESSIONAL BOUNDARIES**

The primary commitment of course leaders, assistants and interns is to foster the well-being of course students/participants and to avoid causing harm to any student/participant. The Haven Institute and all course leaders, assistants and interns recognize the importance of the student/participant making their own decisions as to participation in any exercise or procedure. Course leaders/assistants/interns are aware of their influential position in respect to students/ participants and they therefore make every effort to maintain the primacy of the needs of the student/participant over the needs of the course leader/assistant/intern. A course leader, assistant or intern will refrain from expressing or acting on sexual feelings for any student/participant, nor will engage in a sexual relationship with a course student/participant for a period of at least two years after the completion of the course. Situations where a pre-existing sexual relationship exists must be discussed with the Education Steering Group/Director of Intern Training prior to the participant beginning the course.

### **CONFIDENTIALITY**

Course leaders, assistants and interns keep all personal information about course students/participants confidential. Private discussions between leaders that involve the disclosure of information about course students/participants shall be only on a professional, not casual, basis and confined to discussions for the purpose of promoting the well-being of the student/participant. No other disclosures of course student/participant personal information is permitted except by written authorization or where mandated or permitted by law. Course leaders/assistants/interns are responsible to know and comply with relevant legislation (such as the Child Welfare Act).

## **3. Administration and Accountability**

Alleged breaches of this *Code of Ethical Conduct* shall be investigated by the Education Steering Group/Director of Intern Training of The Haven Institute, and/or the Executive Director of The Haven Institute, utilizing the *Policy & Procedure for Addressing Ethical Conduct Issues*.

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## Policy & Procedure for Addressing Ethical Conduct Issues

### The Haven Institute for Professional Training

#### Preamble

The *Policy for Addressing Ethical Conduct Issues* is based on the premise that an educational institution such as The Haven Institute is strengthened by an accessible, expeditious and effective complaint process.

Course students/participants are expected to resolve issues informally with course leaders/assistants/interns as applicable. The *Policy* exists for those situations where a more formal approach becomes necessary to resolve allegations that the *Code of Ethical Conduct* has been breached. The process is intended to maintain confidence in the Institute, to protect course students/participants, and to ensure fairness to course leaders, assistants and interns who may require protection against irresponsible, trivial or vexatious complaints. The process is designed to respect the personal rights and dignity of course students/participants, affected persons and course leaders/assistants/interns alike.

The Haven Institute acknowledges that in more than two decades of experience, the vast majority of concerns raised about ethical or professional conduct have been resolved quickly and easily through informal dialogue. Nevertheless, the Institute is committed that use of this *Policy* will ensure cases are identified and remedied as expeditiously as possible through due process.

This Policy applies to course leaders, assistants and interns who lead courses at The Haven Institute where the Institute has registered the students/participants.

This Policy does not apply where the complaint is about an alleged incident that occurred two years prior to the submission of the complaint.

The Haven Institute has limited jurisdiction to deal with matters in cases where the subject of the complaint has severed his or her relationship with the Institute.

This Policy does not apply to The Haven Institute staff who are subject to other conduct related practices administered by the management of The Haven.

The Policy does not apply to concerns about management, administrative policies or practices of the Haven Foundation Board.

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## ETHICAL CONDUCT COMPLAINTS — POLICY & PROCEDURE

Complaints may be brought against a leader, assistant or intern who is alleged to be in breach of the *Code of Ethical Conduct* by a student/participant in The Haven Institute registered courses or programs, or by a person believing him/herself to be adversely affected by the alleged breach.

**Step One** First try to resolve the complaint or allegation that the *Code of Ethical Conduct* has been breached by speaking directly with the leader, assistant or intern. If this does not resolve the matter.....

**Step Two** The student/participant or affected person may refer the matter immediately to the Education Steering Group/Director of Intern Training or, if the Director is unavailable, to the Executive Director of The Haven Institute or a designate acting with the same authority.

*Note: At Step Two of the Six Step process, the Executive Director of The Haven is informed that a complaint has been received and is in process. From Step Three onwards, the Executive Director is updated regularly regarding progress.*

The Education Steering Group/ Director of Intern Training, Executive Director of The Haven Institute or designate will interview all parties involved in the complaint to obtain as much information as possible about the allegation. During this stage of the process every opportunity will be taken to satisfactorily resolve the matter on an informal basis. If the matter is not resolved.....

**Step Three** The Education Steering Group/Director of Intern Training, Executive Director of The Haven Institute or designate will convene a meeting in person or by teleconference with the participant or affected person and the leader, assistant or intern to further clarify the matter and to seek a resolution. If the matter is not resolved...

**Step Four** Both parties will be invited to bring forward their positions in writing within 14 days whereupon the Education Steering Group/Director of Intern Training (or Executive Director of The Haven Institute or designate) will be responsible to make a finding and to render a decision within 30 days on whether the *Code of Ethical Conduct* has been breached. If the Education Steering Group/Director of Intern Training (or Executive Director of The Haven Institute or designate) finds that a breach of the Code of Ethical Conduct has occurred, s/he will recommend to the Executive Director that sanction to be imposed on the course leader/ assistant/intern.

Sanctions may include a formal written warning, the requirement for further professional development, a temporary suspension or a combination thereof, or a dismissal depending upon the severity of the breach. In the case of inappropriate sexual conduct the course leader/assistant/intern may expect dismissal and, where applicable, to be reported to the individual's professional body. It is the responsibility of the Executive Director to impose the appropriate sanction.

**Haven Foundation Policy  
Code of Ethical Conduct**

For Faculty (Course Leaders), Assistants and Interns

Step Five      Should either of the parties be dissatisfied with the outcome of the process he or she may appeal the finding and/or decision of the Education Steering Group/Director of Intern Training or the sanction imposed if that be the case, to the Executive Director. If the Executive Director is unable to resolve the disputed decision, the dissatisfied party may launch an appeal to the Haven Foundation Board within 14 days of notice/receipt of the finding and decision. The board’s finding in regard to the appeal shall be rendered within 30 days by the Board Chair.

Should extenuating circumstances exist, the complaint process timelines set out above may be extended in order to ensure a full and proper investigation and resolution of the matter, at the request of either party, by mutual agreement. This does not apply to the two year time limit to file a complaint.

**I certify that I have read, understood and agree to the Code of Ethical Conduct.**

\_\_\_\_\_  
**Signature, written**

\_\_\_\_\_  
**Name, printed**

\_\_\_\_\_  
**Date**

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**Links for the legal documents cited in The Haven's Code of Ethical Conduct are as follows:**

British Columbia Child, Family and Community Service Act (CFCSA), 2002

[http://www.mcf.gov.bc.ca/child\\_family\\_service\\_act/index.htm](http://www.mcf.gov.bc.ca/child_family_service_act/index.htm)

[http://www.qp.gov.bc.ca/statreg/stat/C/96046\\_01.htm](http://www.qp.gov.bc.ca/statreg/stat/C/96046_01.htm)

The Criminal Code of Canada

<http://laws.justice.gc.ca/en/C-46>

The Canadian Human Rights Act

<http://laws.justice.gc.ca/en/H-6/>

The British Columbia Human Rights Code

<http://www.ag.gov.bc.ca/human-rights-protection/>

[http://www.qp.gov.bc.ca/statreg/stat/H/96210\\_01.htm](http://www.qp.gov.bc.ca/statreg/stat/H/96210_01.htm)

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