

# *Stepping Out Ministries*

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## *Code of Ethics for Ministry Staff & Volunteers*

### *Act Honorably*

Never put your own gain above the welfare of your clients or others to whom you have a professional responsibility. Always consider the wider interests of society in your judgments.

### *Act with Integrity*

Be trustworthy in all that you do – never deliberately mislead, whether by withholding or distorting information.

### *Be Open & Transparent In Your Dealings*

Share the full facts with your clients and staff, making things as plain and intelligible as possible.

### *Be Accountable for All Your Actions*

Take full responsibility for your actions and don't blame others if things go wrong.

### *Know & Act Within Your Limitations*

Be aware of the limits of your competence and don't be tempted to work beyond these. Never commit to more than you can deliver.

### *Be Objective at All Times*

Give clear and appropriate advice. Never let sentiments or your own interests cloud your judgment.

### *Always Treat Others with Respect*

Never discriminate against others.

### *Set a Good Example*

Remember that both your public and private behavior could affect your own, SOM's and other staff members' reputations.

### *Have the Courage to Make a Stand*

Be prepared to act if you suspect a risk to safety or malpractice of any sort.

### *Comply with Relevant Laws & Regulations*

Avoid any action, illegal or litigious, that may bring the profession into disrepute.

### *Avoid Conflicts of Interest*

Declare any potential conflicts of interest, personal or professional, to all relevant parties.

### *Respect Confidentiality*

Maintain the confidentiality of your clients' affairs. Never divulge information to others unless it is necessary.