



Code of Conduct, Confidentiality and Ethics

Approved August 21, 2014

Coalition Members will hold themselves to the highest standard of integrity, and will review and sign VARSA's Code of Conduct, Confidentiality and Ethics declaration annually.

1. Code of Conduct

- 1.1. When holding public discussions, avoid using language that may identify a staff member or volunteer of VARSA in a negative view. The expectation is we honor our peers. Do not voice dissent or spread gossip publicly or privately.
- 1.2. Workgroups shall not promote internal decisions or publicly discuss ideas until such decisions or ideas have been approved by VARSA.
- 1.3. All coalition members will model responsible and lawful behavior around drug and alcohol consumption.
- 1.4. At meetings, hold a professional, open and respectful demeanor.
 - 1.4.1. Be efficient, objective and action oriented.
 - 1.4.2. Differentiate between anecdote and data-driven evidence.
 - 1.4.3. Silence cell phones, avoid distractions from digital devices, and refrain from side conversations.
- 1.5. Digital communications (email, texting, social media.)
 - 1.5.1. Consider all digital communications public and subject to scrutiny.
 - 1.5.2. Be mindful of sensitive information, conflicts of interest, and conflict resolutions.
 - 1.5.3. Do not broadcast sensitive information or personal attacks in any digital communications.
 - 1.5.4. All external communications shall be in alignment with VARSA's mission and vision.

2. Confidentiality & Ethics

The issue of confidentiality and ethics are extremely important when working at or volunteering for VARSA.

- 2.1. As a coalition member with access to confidential information you must make the commitment to insure that all information remains strictly confidential. It is our obligation to protect the rights of all individuals within our organization; therefore, any information observed, reviewed, typed, filed, discussed or otherwise viewed must be kept in the strictest confidence.
- 2.2. One of the aims of VARSA is to work cooperatively with other agencies serving the needs of our community. It is important to hold information from outside agencies completely confidential.

I understand and agree to the Code of Conduct, Confidentiality and Ethics as stated above.

Signed: _____ Date: _____