



PERSONAL ATTENDANT CARE INC.

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		Operational Procedure Number	6:05
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DEPARTMENT		Human Resources	
SUBJECT		Code of Ethics	
APPROVED BY (Signature)	CHIEF EXECUTIVE OFFICER	<i>V. Carter</i>	
EFFECTIVE DATE			
REVIEWED BY (Title & Signature)		Pamela DeRaaf CHRP, Human Resource Manager	
<i>Pamela DeRaaf</i>			
REVIEW DATE		September 2009	

OPERATIONAL PROCEDURES

Preamble

The commitment of Personal Attendant Care Inc. to conduct its business lawfully and ethically is fundamental to our very existence as a corporation. It is critically important that all employees meet the highest standards of legal and ethical conduct.

Each of us has an obligation to behave at all times with honesty and propriety, because such behaviour is morally and legally right, and because Personal Attendant Care Inc. depends on its business success on its reputation for integrity and on the trust and confidence of everyone with whom we deal.

Procedure

Code of Ethics

The Code of Ethics of Personal Attendant Care Inc. serves as a statement of the principals of conduct from the Mission, Vision and Values of the organization. It serves as a reminder of the ideals and duties of Personal Attendant Care Inc. to the community for who we serve.

1. Personal Attendant Care Inc. empowers a supportive environment.
2. Personal Attendant Care Inc. acts with honesty and integrity.
3. Personal Attendant Care Inc. treats all individuals in an equal and fair manner.
4. Personal Attendant Care Inc. will treat all relationships in a professional manner with trust and respect.
5. Personal Attendant Care Inc. will provide an environment free from abuse.
6. Personal Attendant Care Inc. is committed to abide by all applicable legislation.

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Ethics Committee

It is recognized that Personal Attendant Care Inc. conducts its business and its relationships in a manner which exemplifies the highest level of standards.

To guide the organization in achieving the highest level of standards, the Ethics Committee will focus on issues dealing with culture, diversity and human rights.

The committee will discuss and bring forth to the organization the following:

- Education of issues of ethics, culture, human rights and diversity;
- Awareness of subjects relating to ethics, culture, human rights and diversity;
- Review of organization policies, operational procedures and forms to improve the integration of issues relating to ethics, culture, human rights and diversity.

Composition

The Ethics Committee shall be representative of the organization. Membership of the committee shall consist of at least six (6) members and is a representation of all levels of the organization:

- Senior Management
- Client Service Management
- Administrative Support
- Personal Support Worker

Meetings

The committee shall meet at least every two (2) months on a regular basis. It may be required that the committee be called to a meeting to deal with situations on an ad hoc basis. If an ad hoc meeting of the committee is required, the Chairperson shall inform all members.

If an employee of Personal Attendant care Inc. is unsure of a situation or may be involved in a situation that may be contrary to Personal Attendant Care Inc's "Code of Ethics" he/she should request a meeting with the Human Resource Manager for clarification and/or direction.