

Chapter: Personnel
Subject: Code of Ethics, Professional Conduct
Section: 3.10
Page: 1 of 2
COA Standard: PA-ASE 1.02; ETH 5.01; RPM 6.05
Revised: 4/27/20, 8/27/20

NRTC, under the Montgomery County Juvenile Court, follows the American Correctional Association's Code of Ethics for all employees and volunteers. This policy is intended to establish consistent standards and expectations regarding the ethical conduct of employees in the performance of their duties with the facility and Court.

If an employee has a question regarding a proposed action or any items outlined in this policy, the employee should consult his or her supervisor for direction.

No staff member will use their official position, perceived or actual, to secure privileges for themselves, engage in behavior which would bring discredit to the organization, engage in activities inconsistent with NRTC's mission or violate any individual's constitutionally guaranteed rights. Employees shall conform with all governmental statutes and regulations relating to campaigning, lobbying and political practices.

This policy applies to all board members, advisory group members, facility staff, contract staff, and volunteers and requires signed acknowledgement from facility staff. All parties are also accountable for the Court's Code of Ethics noted in the Courts Handbook, Section 6.1.

1. Relationship with clients, colleagues, other professions and the public:
 - Staff members will respect and protect the civil and legal rights of all youth.
 - Staff members will serve each case with appropriate concern for the youth's welfare and with no purpose of personal gain.
 - Relationships with colleagues will be of such character as to promote mutual respect within the profession and improvement of its quality of its service.
 - Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.
 - Staff members will respect the importance of all elements of the system and cultivate a professional cooperation with each segment.
 - Sexual harassment is prohibited. It is an unlawful employment practice, which is in violation of Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as unwanted, unwelcome and/or repeated sexual attentions or advances.
2. Professional conduct and practices:
 - No staff member will use his/her official position to secure privileges or advantages for him/herself.
 - No staff member will act in an official capacity in any manner in which he/she has personal interest that could in the least degree impair his/her objectivity.
 - No staff member will use his/her official position to promote any partisan political purposes.
 - No staff person will accept any gift or favor of a nature to imply an obligation that

Chapter: Personnel
Subject: Code of Ethics, Professional Conduct
Section: 3.10

is inconsistent with the free and objective exercise of his/her professional responsibilities.

3. Public Comment and Social Media

- **Public Comment:** In any public statement, staff members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of NRTC and the Court.
- **Social Media:** NRTC and the Court's policies on employee conduct are equally applicable to activity that occurs online. Employees should consider these policies whenever posting content to electronic mail, chat rooms, text messages, blogs, social networking sites (e.g., Facebook, Twitter, LinkedIn), or other public forums.

Regardless of whether their conduct occurs online or elsewhere, employees remain equally responsible to maintain the confidentiality of non-public Court information, avoid workplace harassment, and follow all other NRTC and Court policies designed to ensure workplace productivity and public confidence.

Any public post should have clear disclaimers that the views employees express do not represent the views of NRTC and/or the Court. Employees should remain respectful to the Court, co-workers, litigants, and other visitors to NRTC and/or the Court in online posts, avoiding any online conduct that could negatively impact the public's perception of NRTC and/or the Court. Nothing in this policy is intended to alter or infringe upon eligible employees' rights of free speech or ability to speak out on matters of public concern.

Employees shall report perceived or actual violations of this policy to their Supervisor. Violations will be investigated, resolved, and documented by the Director and/or the Court Administrator.

- Each staff member will report without reservation any corrupt or unethical behavior, which could affect either a client or the integrity of the organization.
- Staff members will not discriminate against any client, employee or prospective employee on the basis of race, sex, creed or national origin.
- Each staff member will maintain the integrity of private information; will neither seek personal data beyond that needed to perform his/her responsibilities nor reveal case information to anyone not having proper professional use for such.
- Any staff member who is responsible for agency personnel actions will make all appointments, promotions or dismissals only on the basis of merit and not in furtherance of partisan political interests.

Staff members, volunteers and college interns who work with the youth will receive a copy of this Code of Ethics Policy and agree in writing to abide by it.

Chapter: Personnel
Subject: Code of Ethics
Page: 2 of 2