



Code of Ethics

Maryville is a child care organization rooted in Catholic social teaching and dedicated to the preservation of the dignity of children at every age.

Since our founding in 1883, Maryville has been committed to providing protection and guidance to children. While the challenges that children and families face have changed over the years, Maryville's commitment to healing children, strengthening families, and building a better community has never wavered.

At Maryville, we are focused on some of our society's most critical issues. Our range of programs includes residential care, mental health services, healthcare services, educational services, family support programs, and youth development programs through outreach services.

Mission:

Maryville's mission is to help children and families to reach their fullest potential by empowering intellectual, spiritual, moral and emotional growth.

Vision:

Maryville's children will achieve personal and spiritual fulfillment as they become contributors to their communities and citizens of the world.

Values:

In remaining faithful to our mission and in providing service to those in need, we are at all times guided by our commitment to these core beliefs:

- We believe in the dignity of each person, and that each person should be treated with respect and compassion.
- We believe that the highest priority in our everyday work is given to the child and family-centered concept in action and attitude.
- We believe in diversity, and that individual differences contribute to the making of a healthy, vibrant community.
- We believe in personal and professional integrity and care, and are committed to being honest, ethical, religious, directive and moral in our actions.
- We believe that every person has value in our society and should be encouraged to excel, no matter the challenges that life has offered.

Maryville staff, volunteers and board members are guided in all their actions and interactions by the principles contained in our bylaws, agency policies, client rights statements, and the Code of Ethics for Child Welfare Professionals¹. As such, Maryville embraces openness and transparency in all aspects of our operations and the services we provide.

Maryville is also committed to being a voice for the poor and vulnerable in the public discourse, and will respond proactively to changes in the community to ensure that our programs and services are relevant, effective and viable.

Ethical Standards and Responsibilities

Children and Families

Caring for children and strengthening families is the highest priority for our staff, and is the cornerstone of all of our programs. We recognize our ethical responsibilities to those we serve to include:

- Conducting our mission with the highest professional and personal integrity;
- Treating each individual with respect, and working to support and to enhance each person's self-sufficiency;
- Maintaining a non-discriminatory philosophy and attitude in all we do, serving those in need without regard to race, creed, gender or national origin, and providing our services in a manner that recognizes and respects the cultural differences of individuals and families;
- Safeguarding all confidential information obtained from the individuals and families whom we serve in keeping with agency policies and applicable laws and regulations, and protecting the privacy of those in our care by requiring written consent for the use of any/all photo images and/or video produced for marketing, training, or other purposes;
- Obtaining informed consents from individuals and families for the services offered and provided to them.

Maryville Staff

Through our trained staff Maryville delivers high quality professional social services and performs administrative functions in programs and departments that are efficient, innovative and effective, and that adhere to its mission and values. We recognize the ethical responsibilities of our staff to include:

- Comporting themselves with integrity, and treating those we serve with respect and compassion;

¹The Code of Ethics for Child Welfare Professionals as published by the Illinois Department of Children and Family Services (the "Code of Ethics") was adopted by the Maryville Academy Board of Directors on January 29, 2001 to the extent that such Code of Ethics does not conflict with the tenets, practices and/or teachings of the Roman Catholic Church.

- Acting in the best interests of the children and families whom we serve, and avoiding any conflict of interests in accordance with agency policy so as to safeguard the integrity of Maryville;
- Complying with Maryville policy as found in the *Personnel Policy and Procedure Manual*;
- Reporting alleged or suspected incidents of child abuse and/or neglect (“Duty to Report”);
- Reporting questionable or improper actions and violations of this Code of Ethics or of a Maryville policy in good faith, without fear of retaliation or retribution;
- Disclosing information that could place Maryville, its staff, volunteers or clients at risk, or seriously impede Maryville’s mission (“Duty to Warn”);
- Maintaining competencies in the services provided to individuals and families, and endeavoring to stay abreast of developments in their respective fields;
- Keeping current with all mandatory trainings;
- Being aware of how their position, their program, and their day-to-day work fit in with Maryville’s mission, and the organization as a whole;
- Adhering to the many professional, individual codes of ethics including, but not limited to, codes for social workers, counselors, nurses, teachers, attorneys, psychiatrists, accountants, and fundraising professionals;
- For Supervisors: Meeting and communicating with staff regularly, providing guidance and leadership, and conducting annual performance evaluations.

Maryville Volunteers

The individuals and corporate/community groups who volunteer their time, talent and treasure to Maryville provide valuable assistance to staff both in the programs and in administrative departments by carrying out varied assignments. We recognize the ethical responsibilities of Maryville volunteers to include:

- Comporting themselves with integrity, and treating those we serve with respect and compassion;
- Upholding the mission, values and ethics of Maryville as the foundation for their volunteer assignments;
- Acting in the best interests of the children and families whom we serve, and avoiding any conflict of interests in accordance with agency policy so as to safeguard the integrity of Maryville;
- Reporting alleged or suspected incidents of child abuse and/or neglect (“Duty to Report”).

The Board of Directors and Maryville Leadership

The Board of Directors and the Leadership Team of Maryville have been entrusted with guiding and overseeing the mission of the agency, and shall, at all times, remain faithful to their fiduciary duties and responsibilities. We recognize the ethical responsibilities of the Board of Directors and Maryville Leadership to include:

- Leading with integrity;
- Adhering to the Bylaws of Maryville Academy;
- Being good stewards of Maryville's resources and services, and avoiding situations in which personal or financial interests might interfere with proper stewardship;
- Ensuring that all agency funds are prudently invested;
- Ensuring that fundraising and marketing efforts and all agency events accurately represent Maryville's mission and comply with best development practices;
- Ensuring that discussion of this Code is included in new employee/intern/volunteer orientation.