

The Mission of Little Portion Friary is to journey with our guests experiencing homelessness and provide temporary shelter, meals, and counseling during their struggle to acquire permanent housing and jobs.

Staff and Volunteer & Contractors

Code of Ethics

All staff and volunteers of Little Portion Friary are expected to conduct themselves in a way that avoids situations which raise questions about the Friary's credibility or integrity and maintain a safe and inviting environment. This is to supplement the Friary's general guidelines.

Ethics are a system of moral principles shared by our group. These principles define fair treatment and good behavior. Within Little Portion Friary these principles provide standards for staff, volunteers and contractors serving our guests. These standards define a code of conduct that is humane, fair, and caring.

Ethics Relating to Guests

- ❑ Our guests have the right to safe shelter, adequate food, and sanitary conditions.
- ❑ Our guests should be treated with dignity and respect.
- ❑ Our guests should not be blamed for their situation.
- ❑ Our guests have the right to privacy and confidentiality. All personal information regarding a guest is strictly confidential and could be protected under State and Federal law. Interviews and personal conversations should be held in a private space.
- ❑ Our guests have the right to make their own choices, and those choices should be respected. However, staff, volunteers and contractors must try to let guests know the consequences of those choices.
- ❑ Our guests deserve to have services provided competently and fairly.
- ❑ Our guests deserve the same quality service and not get special treatment because they are liked or disliked.
- ❑ Our guests should be treated with warmth and friendliness to decrease alienation and despair, and to increase their chances of obtaining the services they need as they engage community services or adjunct services.
- ❑ Our guests have the right to voice their concerns relative to maltreatment by a staff, volunteer, contractor, or another guest.
- ❑ Our guests should be encouraged to use suggestion box to help improve services.

Ethics Relating to Staff and Volunteer Conduct

- ❑ Staff and volunteers are not to engage in a private transaction involving gifts, services or money with any guest, staff and volunteer or donor. Any gifts should be directed to or channeled through the organization.
- ❑ Staff, volunteers and contractors may share their personal experience at the Friary via social media but may NOT include photos or names of any guests.
- ❑ Staff, volunteers and contractors are asked not to share personal contact details such as home or email address, phone numbers or social media information with guests, visitors or telephone callers.

Staff, Volunteer or Contractor Signature/Date

Approved by Core 12/24/2021