



INCA Community Services Employee Code of Ethics

We, as INCA Community Services employees, dedicate ourselves to alleviating the causes of poverty and enhancing the public health and welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training and education, and the opportunity to live in decency and dignity and with respect for cultural diversity, commit ourselves to:

Recognize that the chief function of INCA Community Services is at all times to serve the best interests of the vulnerable, oppressed, and those living in poverty, thereby serving the best interests of all people.

Accept as a personal duty the responsibility to conduct myself with professional competence, fairness, impartiality, efficiency, honesty, and effectiveness both on and off duty in a way that will not bring discredit to myself or the agency.

Perform the duties of my position in good faith and with a high degree of diligence, care, loyalty, and skill.

Respect the structure and responsibilities of the board of directors and uphold and implement policies adopted by the board of directors.

Treat colleagues and the people we serve with dignity and respect.

Respect all people and do not condone or discriminate on the basis of financial status, race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in INCA Community Services.

Serve in such a way that we do not realize undue personal gain from the performance of our professional duties.

Avoid any interest or activity that is in conflict with the conduct of official duties.

Respect and protect privileged information to which we have access in the course of official duties.

I have read the Code of Ethics carefully and agree to abide by it.

Signature _____ Date _____