



Code of Ethical Conduct

Fairfield County Job and Family Services (JFS) is dedicated to helping improve the quality of life in Fairfield County. JFS believes that public employees should adhere to the highest ethical principles. Therefore, the JFS Code of Ethical Conduct is more than a set of rules. It creates an expectation that JFS employees will do the right thing in any given situation. Ethics ultimately is a matter of personal responsibility. With the formal adoption of this code and by supporting one another in difficult or complex situations, JFS supports adherence to the highest of ethical standards.

- ☞ As an employee of JFS, I will be prompt, efficient, professional and courteous when dealing with the public, whether directly or indirectly. I will treat fellow JFS and local government professionals with mutual respect.
- ☞ My first duty is to serve the public, to provide services that encourage productivity, develop competencies, ensure accountability, and promote self-reliance, family stability, and child safety.
- ☞ I will maintain and promote a winning attitude, an attitude that looks at problems as opportunities and focuses on making a positive impact on others and the organization.
- ☞ I will courageously maintain calm in the face of conflict, danger, or scorn while employing self-control, being consistently mindful of the well-being of others.
- ☞ I will value my co-workers and help energize others by being self-motivated.
- ☞ I will maintain the highest degree of honesty in both my personal and professional life, obeying the laws of the land and the policies of Job and Family Services.
- ☞ I will put the interests of the public first and will not allow personal feelings, prejudices, animosities, or friendships to influence work decisions.
- ☞ I will be straightforward and honest in performing professional services. I will perform duties with competence and due care. I will render opinions, observations or conclusions for official purposes after careful consideration of pertinent facts and after assuring myself that I have the appropriate expertise and am free from real or perceived conflicts of interest.
- ☞ I will act in a manner consistent with the good reputation of JFS and refrain from conduct that could discredit the agency. I will enforce the law with professionalism and respect, never apologizing for strong enforcement or prosecutorial efforts when such efforts are appropriate.
- ☞ I recognize that my employment is a representation of public trust. I will work hard to build and maintain the trust of the public that I serve. I will strive for excellence. I will implement plans to overcome adversity. I will value customer service, accountability, and community collaboration.