

STANDARDS OF PERFORMANCE

Friends Outside maintains the highest ethical standards and expectations of employees relative to Performance, behavior and attitude in the workplace. These standards apply to all employees and volunteers. *A review of these standards and specific job responsibilities as identified in the Job Description provide the basis of each employee's performance evaluation.*

Knowledge of the Work:

1. Demonstrates knowledge of specific responsibilities described in the Job Description, and is committed to remaining abreast of current practice in the field.
2. Demonstrates knowledge and understanding, and commitment to cross-cultural; gender responsive and trauma informed practice.
3. Demonstrates knowledge of and complies with organization and worksite rules and regulations.
4. Demonstrates knowledge of and complies with Friends Outside policies, procedures, rules, regulations and contractual obligations.

Stated Expectations:

1. Meets job performance expectations (responsibilities, service units, goals and objectives.)
2. Provides timely record-keeping and reporting.

Professionalism:

1. Ethical.
2. Objective.
3. Demonstrates professional demeanor and presentation.
4. Demonstrates professional relationships with clients, colleagues, and all others while representing Friends Outside.
5. Committed to the use of "evidence-based practice" where ever possible in the performance of assigned duties.
6. Takes personal initiative with regard to professional development and performance improvement.
7. Recognizes and respects all cultures, demonstrating cross cultural understanding and competence.
8. Works without close supervision, if required.
9. Responds in a timely manner.
10. Understands and demonstrates attention to safety and security.

Character:

1. Respects the dignity and worth of the person: clients, colleagues, and all others.
2. Honest.
3. Demonstrates integrity.
4. Cooperative and collaborative: supports teamwork by being a productive team member.
5. Self-motivated.
6. Positive attitude.
7. Mature and emotionally stable.
8. Appropriate demonstration of empathy and compassion.
9. Accepts responsibility and accountability.
10. Demonstrates commitment to the Mission, the Vision, and the Values and demonstrates loyalty to the organization.

I have read and understand the Standards of Employment.

Signature

Date Printed Name

Friends Outside Representative Title

Printed Name