

Code of Ethics of the International Association of FOMO Workers (01)**1.01 Preamble**

- a) FOMO is the abbreviated form of the organization known as “Friends of Mulanje Orphans”
- b) "FOMO workers" is used inclusively to refer to individuals representing or working for FOMO.
- c) "Clients" is used inclusively to refer to orphaned or needy children of Mulanje.
- d) "Patron" is used inclusively to refer to individuals, organizations or sponsors aiding FOMO.
- e) “FOMO Board” is used inclusively to refer to individuals holding office on UK or Malawi Committees. The UK and Malawi Committees are regarded as FOMO workers.
- f) The primary mission of the FOMO is to provide and enhance the health, education, food security, and meet the basic human needs of all the needy and orphaned children of Mulanje. A historic and defining feature of FOMO is the focus on individual well being in a social context and the well being of society. Fundamental to FOMO is attention to the social and environmental forces that create, contribute to, and address problems in living. FOMO workers promote social justice and social change with and on behalf of clients. FOMO workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice.
- g) These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. FOMO workers seek to enhance the capacity of people to address their own needs. FOMO workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.
- h) The mission of the FOMO is rooted in a set of core values. These core values, embraced by FOMO workers throughout the FOMO's history, are the foundation of FOMO work's unique purpose and perspective:
 - 1) Service
 - 2) Social justice
 - 3) Dignity and worth of the person
 - 4) Importance of human relationships
 - 5) Integrity
 - 6) Competence.
- i) This set of core values reflects what is unique to FOMO. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

1.02 Purpose of the FOMO's Code of Ethics

a) Professional ethics are at the core of FOMO's work. The individual has an obligation to articulate its basic values, ethical principles, and ethical standards. FOMO's Code of Ethics sets forth these values, principles, and standards to guide FOMO workers' conduct. The Code is relevant to all FOMO workers regardless of their professional functions, the settings in which they work, or the populations they serve.

1.03 The FOMO's Code of Ethics serves six purposes:

- a) The Code identifies core values on which FOMO work's mission is based.
- b) The Code summarizes broad ethical principles that reflect the core values and establishes a set of specific ethical standards that should be used to guide FOMO's work practice.
- c) The Code is designed to help FOMO workers identify relevant considerations when professional obligation conflict or ethical uncertainties arise.
- d) The Code provides ethical standards to which the general public can hold FOMO's work accountable.
- e) The Code socializes practitioners new to the field to FOMO work's mission, values, ethical principles, and ethical standards.
- f) The Code articulates standards that the FOMO work profession itself can use to assess whether FOMO workers have engaged in unethical conduct. FOMO has formal procedures to adjudicate ethics complaints filed against its members. In subscribing to this Code, FOMO workers are required to cooperate in its implementation, participate in FOMO adjudication proceedings, and abide by any FOMO disciplinary rulings or sanctions based on it.
- g) The Code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how FOMO workers should act in all situations. Specific applications of the Code must take into account the context in which it is being considered and the possibility of conflicts among the Code's values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familiar to the social and professional.
- h) Further, the FOMO Code of Ethics does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among FOMO workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual FOMO worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

- i) Ethical decision making is a process. There are many instances in FOMO's work where simple answers are not available to resolve complex ethical issues. FOMO workers should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment are warranted. FOMO workers' decisions and actions should be consistent with the spirit as well as the letter of this Code.
- j) Instances may arise when FOMO workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, FOMO workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this Code. If a reasonable resolution of the conflict does not appear possible, FOMO workers should seek proper consultation before making a decision.
- l) The FOMO Code of Ethics is to be used by FOMO and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this Code does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the Code would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.
- m) A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. FOMO workers ethical behavior should result from their personal commitment to engage in ethical practice. The FOMO Code of Ethics reflects the commitment of all FOMO workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

1.04 Ethical Principles

- a) The following broad ethical principles are based on FOMO's working core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all FOMO workers should aspire.

1.05 Value: Service

- a) Ethical Principle: FOMO workers primary goal is to help Mulanje children, (Client) in need and to address client's problems.
- b) FOMO workers elevate service to others above self-interest. FOMO workers draw on their knowledge, values, and skills to help Mulanje children in need and to address client's problems.
- c) FOMO workers are encouraged to volunteer all of their professional skills with no expectation of financial return.

1.06 Value: Social Justice

- a) Ethical Principle: FOMO workers challenge social injustice.
- b) FOMO workers pursue social change, particularly with and on behalf of vulnerable and oppressed clients.
- c) FOMO workers social change efforts are focused primarily on issues of poverty, education, health, food security, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity.
- d) FOMO workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

1.07 Value: Dignity and Worth of the Person

- a) Ethical Principle: FOMO workers respect the inherent dignity and worth of the person.
- b) FOMO workers treat each client/patron in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity.
- c) FOMO workers promote clients' socially responsible self-determination.
- d) FOMO workers seek to enhance clients' capacity and opportunity to change and to address their own needs.
- e) FOMO workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards.

1.08 Value: Importance of Human Relationships

- a) Ethical Principle: FOMO workers recognize the central importance of human relationships.
- b) FOMO workers understand that relationships between and among people are an important vehicle for change.
- c) FOMO workers engage people as partners in the helping process.
- d) FOMO workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well being of individuals, families, social groups, organizations, and communities.

1.09 Value: Integrity

- a) Ethical Principle: FOMO workers behave in a trustworthy manner.
- b) FOMO workers are continually aware of the mission, values, ethical principles, and ethical standards and practice in a manner consistent with them.
- c) FOMO workers act honestly and responsibly and promote ethical practices.

1.10 Value: Competence

- a) Ethical Principle: FOMO workers practice within their areas of competence and develop and enhance their expertise.
- b) FOMO workers continually strive to increase their knowledge and skills and to apply them in practice.
- c) FOMO workers should aspire to contribute to the knowledge base of the organization.

1.11 Ethical Standards

- a) The following ethical standards are relevant to the activities of all FOMO workers.
- b) These standards concern
 - (1) FOMO workers' ethical responsibilities to clients.
 - (2) FOMO workers' ethical responsibilities to colleagues.
 - (3) FOMO workers' ethical responsibilities in practice settings.
 - (4) FOMO workers' ethical responsibilities as professionals.
 - (5) FOMO workers' ethical responsibilities to the broader society.
- c) Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

2.00 FOMO Workers' Ethical Responsibilities to Clients

2.01 Commitment to Clients

- a) FOMO workers' primary responsibility is to promote the well being of clients. In general, clients' interests are primary.
- b) FOMO workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised.
- c) FOMO worker are required by law to report that a client has abused law or has threatened to harm self or others.

2.02 Self-Determination

- a) FOMO workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals.
- b) FOMO workers may limit clients' right to self-determination when, in the FOMO workers' judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to them selves or others.

2.03 Informed Consent

- a) FOMO workers should provide services to clients/patrons only in the context of a professional relationship based, when appropriate, on valid informed consent.
- b) FOMO workers should use clear and understandable language to inform clients/patrons of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients/patrons right to refuse or withdraw consent, and the time frame covered by the consent.
- c) FOMO workers should provide clients/patrons with an opportunity to ask questions.
- d) In instances when clients/patrons are not literate or have difficulty understanding the primary language used in the practice setting, FOMO workers should take steps to ensure clients'/patrons' comprehension. This may include providing clients/patrons with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.
- e) In instances when clients/patrons lack the capacity to provide informed consent, FOMO workers should protect clients/patrons interests by seeking permission from an appropriate third party, informing clients/patrons consistent with the clients'/patrons level of understanding. In such instances FOMO workers should seek to ensure that the third party acts in a manner consistent with clients'/patrons wishes and interests. FOMO workers should take reasonable steps to enhance such clients'/patrons ability to give informed consent.
- f) In instances when clients are receiving services involuntarily, FOMO workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.
- g) FOMO workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.
- h) FOMO workers should obtain clients/patrons informed consent before audiotaping or videotaping clients/patrons or permitting observation of services to clients by a third party.

2.04 Competence

- a) FOMO workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.
- b) FOMO workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.
- c) When generally recognized standards do not exist with respect to an emerging area of practice, FOMO workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

2.05 Cultural Competence and Social Diversity

- a) FOMO workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
- b) FOMO workers should have a knowledge base of their clients'/patrons cultures and be able to demonstrate competence in the provision of services that are sensitive to clients'/patrons cultures and to differences among people and cultural groups.
- c) FOMO workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

2.06 Conflicts of Interest

- a) FOMO workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.

FOMO workers should inform clients/patrons and the FOMO committee when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client/patron.

- b) FOMO workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
- c) FOMO workers should not engage in dual or multiple relationships with clients or former clients in whom there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, FOMO workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when FOMO workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)
- d) When FOMO workers provide services to two or more people who have a relationship with each other (for example, couples, family members), FOMO workers should clarify with all parties which individuals will be considered clients and the nature of FOMO workers' professional obligations to the various individuals who are receiving services. FOMO workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a FOMO worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

2.07 Privacy and Confidentiality

- (a) FOMO workers should respect clients'/patrons right to privacy. FOMO workers should not solicit private information from clients/patrons unless it is essential to providing services or conducting FOMO's work evaluation or research. Once private information is shared, standards of confidentiality apply.

- (b) FOMO workers may disclose confidential information when appropriate with valid consent from a client/patron or a person legally authorized to consent on behalf of a client/patron.
- (c) FOMO workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that FOMO workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, FOMO workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.
- (d) FOMO workers should inform clients/patron, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether FOMO workers disclose confidential information on the basis of a legal requirement or client/patron consent.
- (e) FOMO workers should discuss with clients/patrons and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. FOMO workers should review with client's/patron's circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the FOMO worker-client/patron relationship and as needed throughout the course of the relationship.
- (f) When FOMO workers provide counseling services to families, couples, or groups, FOMO workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. FOMO workers should inform participants in family, couples, or group counseling that FOMO workers cannot guarantee that all participants will honor such agreements.
- (g) FOMO workers should inform clients involved in family, couples, marital, or group counseling of the FOMO worker's, employer's, and agency's policy concerning the FOMO worker's disclosure of confidential information among the parties involved in the counseling.
- (h) FOMO workers should not disclose confidential information to third party unless clients/patrons have authorized such disclosure.
- (i) FOMO workers should not discuss confidential information in any setting unless privacy can be ensured. FOMO workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
- (j) FOMO workers should protect the confidentiality of clients/patrons during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders FOMO workers to disclose confidential or privileged information without a client's/patron's consent and such disclosure could cause harm to the client/patron, FOMO workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
- (k) FOMO workers should protect the confidentiality of clients/patrons when responding to requests from members of the media.

- (l) FOMO workers should protect the confidentiality of clients'/patrons' written and electronic records and other sensitive information. FOMO workers should take reasonable steps to ensure those clients'/patron records are stored in a secure location and those clients'/patron records are not available to others who are not authorized to have access.
- (m) FOMO workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.
- (n) FOMO workers should transfer or dispose of clients'/patrons records in a manner that protects clients'/patrons confidentiality.
- (o) FOMO workers should take reasonable precautions to protect client/patrons confidentiality in the event of the FOMO worker's termination of practice, incapacitation, or death.
- (p) FOMO workers should not disclose identifying information when discussing clients'/patrons for teaching or training purposes unless the client/patron has consented to disclosure of confidential information.
- (q) FOMO workers should not disclose identifying information when discussing clients'/patrons with consultants unless the client/patron has consented to disclosure of confidential information or there is a compelling need for such disclosure.
- (r) FOMO workers should protect the confidentiality of deceased clients'/patrons consistent with the preceding standards.

2.08 Access to Records

- (a) FOMO workers should provide clients'/patrons with reasonable access to their records concerning the clients'/patrons. FOMO workers who are concerned that clients'/patrons access to their records could cause serious misunderstanding or harm to the client/patron should provide assistance in interpreting the records and consultation with the client/patron regarding the records. FOMO workers should limit clients'/patrons' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client/patron. Both clients'/patrons' requests and the rationale for withholding some or all of the record should be documented in clients'/patrons files.
- (b) When providing clients'/patrons with access to their records, FOMO workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

2.09 Sexual Relationships

- (a) FOMO workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.
- (b) FOMO workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the FOMO worker and client to maintain

appropriate professional boundaries. FOMO workers--not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship--assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

- (c) FOMO workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If FOMO workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is FOMO workers--not their clients--who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.
- (d) FOMO workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the FOMO worker and individual to maintain appropriate professional boundaries.

2.10 Physical Contact

- a) FOMO workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients).
- a) FOMO workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

2.11 Sexual Harassment

- a) FOMO workers should not sexually harass clients/patrons. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

2.12 Derogatory Language

- a) FOMO workers should not use derogatory language in their written or verbal communications to or about clients/patrons. FOMO workers should use accurate and respectful language in all communications to and about clients/patrons.

2.13 Payment for Services

- (a) FOMO Board and members should not receive or seek any financial reward or reward in kind for services performed.
- (b) FOMO workers should not accept goods or services from clients.

2.14 Clients/Patrons Who Lack Decision-Making Capacity

- a) When FOMO workers act on behalf of clients/patrons who lack the capacity to make informed decisions, FOMO workers should take reasonable steps to safeguard the interests and rights of those clients/patrons.

2.15 Interruption of Services

- a) FOMO workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

2.16 Termination of Services

- (a) FOMO workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.
- (b) FOMO workers should take reasonable steps to avoid abandoning clients who are still in need of services. FOMO workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. FOMO workers should assist in making appropriate arrangements for continuation of services when necessary.
- (c) FOMO workers should not terminate services to pursue a social, financial, or sexual relationship with a client.
- (d) FOMO workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.
- (e) FOMO workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

3.00 FOMO Workers' Ethical Responsibilities to Colleagues

3.01 Respect

- (a) FOMO workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- (b) FOMO workers should avoid unwarranted negative criticism of colleagues in communications with clients/patrons or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.
- (c) FOMO workers should cooperate with FOMO work colleagues and with colleagues of other professions when such cooperation serves the well being of clients.

3.02 Confidentiality

- a) FOMO workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. FOMO workers should ensure that such colleagues understand FOMO workers' obligation to respect confidentiality and any exceptions related to it.

3.03 Interdisciplinary Collaboration

- (a) FOMO workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the FOMO work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.
- (b) FOMO workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, FOMO workers should pursue other avenues to address their concerns consistent with client/patrons well being.

3.04 Disputes Involving Colleagues

- (a) FOMO workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the FOMO workers' own interests.
- (b) FOMO workers should not exploit clients/patrons in disputes with colleagues or engage clients/patrons in any inappropriate discussion of conflicts between FOMO workers and their colleagues.

3.05 Consultation

- (a) FOMO workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients/patrons.
- (b) FOMO workers should keep themselves informed about colleagues' areas of expertise and competencies. FOMO workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.

- (c) When consulting with colleagues about clients/patrons, FOMO workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

3.06 Referral for Services

- (a) FOMO workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when FOMO workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.
- (b) FOMO workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. FOMO workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.
- (c) FOMO workers are prohibited from giving or receiving payment for a referral when the referring FOMO worker provides no professional service.

3.07 Sexual Relationships

- (a) FOMO workers who function as supervisors or educators should not engage in sexual activities or contact with supervised students, trainees, or other colleagues over whom they exercise professional authority.
- (b) FOMO workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. FOMO workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

3.08 Sexual Harassment

- a) FOMO workers should not sexually harass supervised students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

3.09 Impairment of Colleagues

- (a) FOMO workers who have direct knowledge of a FOMO's work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.
- (b) FOMO workers who believe that a FOMO work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, licensing and regulatory bodies, and other professional organizations.

3.10 Incompetence of Colleagues

- (a) FOMO workers who have direct knowledge of a FOMO's work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.
- (b) FOMO workers who believe that a FOMO's work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, licensing and regulatory bodies, and other professional organizations.

3.11 Unethical Conduct of Colleagues

- (a) FOMO workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- (b) FOMO workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. FOMO workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by licensing and regulatory bodies, employers, agencies, and other professional organizations.
- (c) FOMO workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.
- (d) When necessary, FOMO workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, or other professional ethics committees).
- (e) FOMO workers should defend and assist colleagues who are unjustly charged with unethical conduct.

4.00 FOMO Workers' Ethical Responsibilities in Practice Settings

4.01 Supervision and Consultation

- (a) FOMO workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.
- (b) FOMO workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.
- (b) FOMO workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisees'.
- (c) FOMO workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

4.02 Education and Training

- (a) FOMO workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.
- (b) FOMO workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.
- (c) FOMO workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when students are providing services.
- (d) FOMO workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. FOMO work educators and

field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

4.03 Performance Evaluation

- a) FOMO workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

4.04 Client Records

- (a) FOMO workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.
- (b) FOMO workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.
- (c) FOMO workers' documentation should protect clients'/patrons' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.
- (d) FOMO workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes.

4.06 Client Transfer

- (a) When an individual who is receiving services from another agency or colleague contacts a FOMO worker for services, the FOMO worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, FOMO workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.
- (b) If another agency or colleague has served a new client, FOMO workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

4.07 Administration

- (a) FOMO work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.
- (b) FOMO workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.
- (c) FOMO workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.
- (d) FOMO's work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the FOMO Code of Ethics. FOMO work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

4.08 Continuing Education and Staff Development

- a) FOMO work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to FOMO's work practice and ethics.

4.09 Commitments to FOMO

- (a) FOMO workers generally should adhere to commitments made to FOMO
- (b) FOMO workers should work to improve FOMO's policies and procedures and the efficiency and effectiveness of their services.
- (c) FOMO workers should take reasonable steps to ensure that patrons are aware of FOMO workers' ethical obligations as set forth in the FOMO Code of Ethics and of the implications of those obligations for FOMO's work practice.
- (d) FOMO workers should act to prevent and eliminate discrimination.
- (f) FOMO workers should be diligent stewards of the resources FOMO, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

4.10 Labour-Management Disputes

- (a) FOMO workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.
- (b) The actions of FOMO workers who are involved in labor-management disputes, job actions, or labour strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among FOMO workers concerning their primary obligation as professionals during an actual or threatened labour strike or job action. FOMO workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

5.00 FOMO Workers' Ethical Responsibilities as Professionals

5.01 Competence

- (a) FOMO workers should accept responsibility only on the basis of existing competence or the intention to acquire the necessary competence.
- (b) FOMO workers should strive to become and remain proficient in professional practice and the performance of professional functions. FOMO workers should critically examine and keep current with emerging knowledge relevant to FOMO's work. FOMO workers should routinely review the professional literature and participate in continuing education relevant to FOMO's work practice and FOMO's work ethics.
- (d) FOMO workers should base practice on recognized knowledge, including empirically based knowledge, relevant to FOMO's work and FOMO's work ethics.

5.02 Discrimination

- a) FOMO workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

5.03 Private Conduct

- a) FOMO workers should not permit their private conduct to interfere with their ability to fulfill their responsibilities.

5.04 Dishonesty, Fraud, and Deception

- a) FOMO workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

5.05 Impairment

- (a) FOMO workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.
- (b) FOMO workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients/patrons and others.

5.06 Misrepresentation

- (a) FOMO workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the FOMO.
- (b) FOMO workers who speak on behalf of FOMO's work organizations should accurately represent the official and authorized positions of the organizations.
- (c) FOMO workers should ensure that their representations to clients/patrons and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. FOMO workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

5.07 Solicitations

- (a) FOMO workers should not engage in uninvited solicitation of potential clients/patrons who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.
- (e) FOMO workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

5.08 Acknowledging Credit

- (a) FOMO workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.

- (b) FOMO workers should honestly acknowledge the work of and the contributions made by others.

6.00 FOMO Workers' Ethical Responsibilities to the FOMO's Work Profession

6.01 Integrity of the Profession

- (a) FOMO workers should work toward the maintenance and promotion of high standards of practice.
- (b) FOMO workers should uphold and advance the values, ethics, knowledge, and mission of the profession. FOMO workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.
- (c) FOMO workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the FOMO work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.
- (d) FOMO workers should contribute to the knowledge base of FOMO's work and share with colleagues their knowledge related to practice, research, and ethics. FOMO workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.
- (e) FOMO workers should act to prevent the unauthorized and unqualified practice of FOMO's work.

6.02 Evaluation and Research

- (a) FOMO workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
- (b) FOMO workers should promote and facilitate evaluation and research to contribute to the development of knowledge.
- (c) FOMO workers should critically examine and keep current with emerging knowledge relevant to FOMO's work and fully use evaluation and research evidence in their professional practice.
- (d) FOMO workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.
- (e) FOMO workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.
- (f) When evaluation or research participants are incapable of giving informed consent, FOMO workers should provide an appropriate explanation to the participants,

obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

- (g) FOMO workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.
- (h) FOMO workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
- (i) FOMO workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
- (j) FOMO workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
- (k) FOMO workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
- (l) FOMO workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. FOMO workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.
- (m) FOMO workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
- (n) FOMO workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.
- (o) FOMO workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.
- (p) FOMO workers should educate themselves, their students, and their colleagues about responsible research practices.

7.00 FOMO Workers' Ethical Responsibilities to the Broader Society

7.01 FOMO Welfare

- a) FOMO workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. FOMO workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

7.02 Public Participation

- a) FOMO workers should facilitate informed participation by the public in shaping social policies and institutions.

7.03 Public Emergencies

- a) FOMO workers should provide appropriate professional services in public emergencies to the greatest extent possible.

7.04 Social and Political Action

- (a) FOMO workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. FOMO workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.
- (b) FOMO workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.
- (c) FOMO workers should promote conditions that encourage respect for cultural and social diversity. FOMO workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.
- (d) FOMO workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.