Section 4: Student Life, NASW Code of Ethics
## Section 4: Student Life, NASW Code of Ethics

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STUDENT RESOURCES

Libraries

The Buhl Library of Social Work is located on the first floor of Hillman Library. The Buhl Library is staffed by a part-time social work librarian, Mr. Arif Jamal, whose office is located in Buhl Library. You may call 412-648-7759 or email (ajamal@pitt.edu) if you have information needs.

As users of library services at the University of Pittsburgh, you need to know the following basic items of information:

1. Lending Services
   To check out materials in the Hillman Library a current, validated student identification card is required. The Lending Desk is located on the ground floor. Library study carrels are available for graduate students and may be reserved each term at the ground floor lending desk. Forms to recall books already checked out to the library users are available at the ground floor lending desk. Materials unavailable in Hillman or other university libraries may be available through Interlibrary Loan Services located in Hillman Library G-27.

2. Reserve Room Materials
   Materials on reserve for social work courses are housed in the Reserve section on the ground floor of Hillman Library. Reserve items maybe requested by call numbers at the reserve desk. Call numbers for reserve books can be obtained from the PittCat Computer System in the library. Call numbers for all reserve readings e.g. books, journal articles, papers can be obtained from the course listings catalogs available at the Reserve desk.

3. Computerized Search
   Services and databases are available to all students with a student login. The Database Searching Department is located in Hillman Library G-7. A number of computer search services are available to social work students. Some databases, as well as the PittCat computerized bibliographic system, are available to personal computer users via modem. Contact the Buhl librarian for further information.

4. Other Library Resources
   In addition to library collections in Hillman, there are various departmental and associated libraries on campus. These include the Falk Health Professions Library, the GSPIA/Economic Library, and the Katz Graduate School of Business Library. Borrowing privileges differ among the various libraries.

   For more information, go online to: http://www.pitt.edu/libraries
   Select: “Use the Libraries”: Our Libraries and Collections

   Social Work students also have access to neighboring library facilities at Carnegie-Mellon University, Duquesne University, Carlow College, and other institutions which are members of the Pittsburgh Regional Library Center. Graduate students may borrow materials at these facilities with current ID cards and validations. Undergraduate Social Work students must first receive written permission from the Buhl Librarian.
If you would like to know more about Library facilities, ask for the "University of Pittsburgh Libraries: A Guide" at the Hillman Library ground floor information desk. Library orientations, training on database searches as well as specialized training sessions for social work students are also offered.

**Student Affairs**

**Student Lounge and Communication Center**

Rest between classes, meet friends, have coffee or tea in the Student Lounge (Room 2202 C.L.). A refrigerator and microwave are available for use.

There is a doctoral student lounge on the 23rd floor (2310). Computers and a printer are available for use by doctoral students only.

Bulletin boards and student mailboxes are located on the 22nd floor C.L. The Student Executive Council (S.E.C.) and the Office of Admissions and Student Affairs (2104 C.L.) are open for any suggestions you may have.

**Student Mailboxes**

Social Work student mailboxes are located in the hall on the 22nd floor Cathedral of Learning near the Student Lounge area. Mailboxes are arranged according to degree programs, i.e., B.A.S.W., M.S.W. and Ph.D. An alphabetical listing of students by degree program and their corresponding mailbox number is posted. These boxes are provided for receipt of student mail. Please check your box for school information and important notices and/or personal mail sent to you via the School address. Mailboxes are not assigned until after Add/Drop period.

**Gender Neutral Restroom**

All students have access to a single use restroom facility on the 21st floor (2101B) of the Cathedral of Learning within the School of Social Work. The location of other such facilities can be found at [http://www.studentaffairs.pitt.edu/lgbtqia/singleuserestrooms](http://www.studentaffairs.pitt.edu/lgbtqia/singleuserestrooms).

In addition, students seeking transgender information, resources, or services should visit [http://www.studentaffairs.pitt.edu/lgbtqia/transgender](http://www.studentaffairs.pitt.edu/lgbtqia/transgender).

**Lactation Rooms**

There are several lactation rooms around campus. The locations of these rooms are now listed online at [http://www.provost.pitt.edu/pacwc/LactationRoomLocations.pdf](http://www.provost.pitt.edu/pacwc/LactationRoomLocations.pdf).

A list of rooms has been compiled to assist mothers in finding a convenient location to express breast milk on the University of Pittsburgh Oakland campus. Please note that other rooms may be available within University units. The list was compiled by the Senate Anti-Discriminatory Policies Committee’s Gender Discrimination Initiatives (GDI) Subcommittee, with special assistance from the Office of Affirmative Action, Diversity and Inclusion.
Financial Assistance

The University of Pittsburgh School of Social Work recognizes that financing graduate education is extremely important especially because the cost of higher education continues to increase each year. Please note that it is the University’s Financial Aid Office that administers the process of awarding loans to graduate students. The School of Social Work awards scholarships and stipends to its master’s level students and scholarship and assistantships to its PhD students.

Financial aid is not awarded to any student until admission to the School has been granted. Early application for financial aid is strongly encouraged.

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) form. Pitt’s federal school code is 008815. The FAFSA form is not available until January for those applying for the next academic year. In addition the University’s Financial Aid Office requires all domestic students to submit the University of Pittsburgh’s Financial Aid Application Supplement (FAAS) form if they require loans. Please submit the completed form after January 1 to the School of Social Work’s Admissions Office, 2104 Cathedral of Learning, Pittsburgh PA 15260. We will sign the form and then forward it to the University’s Financial Aid Office.

Student Travel to Conferences

- Download the Request for Funding (RFF) form from the Student Executive Council (SEC) website http://www.socialwork.pitt.edu/student-resources/student-executive-council/funding-opportunities/. You may also contact the SEC at pitt.sec@gmail.com
- Fill out the form using as much detail as possible; if the exact amount of expenses incurred is unknown, please provide an estimate. The RFF must be completed at least 30 days prior to the event or conference. Requests will not be considered if the event has already occurred. The maximum award amount is $500
- You can submit the RFF electronically by emailing it to sec.funds@gmail.com or hand-deliver the completed form to the SEC office in the Cathedral of Learning, room 2201B (inside the student lounge) and the SEC will review the funding request at their next meeting.
- The applicant will be contacted by our Business Manager with a final decision on their request. Please note: the applicant’s presence may be requested at an SEC meeting to further discuss their funding request in person.
- After the RFF has been approved and the student returns from their travel, they must submit a Request for Reimbursement (RFR) form within 14 business days unless prior arrangements have been made with the SEC. Any reimbursement requests submitted after the deadline will not be granted, even if the initial RFF was approved. Appropriate documentation must accompany the RFR for all expenses approved under the initial request (i.e. receipts, mapquest directions with proof of mileage, conference registration confirmation, lodging invoice, etc). Any expenses without the appropriate supporting documentation will not be granted.
- You may be asked to also submit a brief description of how the event or conference and/or any photos you may have been taken. We will post this information on this website as a part of our "Student Spotlight" section. This will allow fellow students able to see your accomplishments and experiences. We may also ask that you participate in a panel
discussion for travel grantees. Sharing this information will allow fellow students to see your accomplishments and learn from your conferences.

- If there are any further questions regarding this process, please don’t hesitate to contact our Business Manager at sec.funds@gmail.com

**NOTE:** Given the extremely limited amount of the SEC funds available for conference travel, students should request to attend only those conferences which are critical to their professional development. Students should also explore additional funding sources such as the Graduate and Professional Student Association (GPSA).

Any student attending conferences **WITHOUT PRIOR APPROVAL from the SEC cannot request School reimbursement of expenses.** The School will fund only those requests which were approved in advance.

**Student Emergency Loan**

**University of Pittsburgh - Student Loan** – [www.studentaffairs.pitt.edu/sorcemergencyloan](http://www.studentaffairs.pitt.edu/sorcemergencyloan)

The Student Organization Resource Center (SORC), (412-648-7830), University Of Pittsburgh, provides small emergency loans for current students. The Student Organization Resource Center will process those loan requests. Students must present a validated ID prior to completing the loan request forms. Loan forms are available at 833 William Pitt Union.

The emergency loans are intended to assist the student in overcoming minor education related financial emergencies. This program is in operation beginning Fall term through June 30.

1. To be eligible, an applicant must be a currently enrolled student carrying 6 credits or more for Fall and Spring Terms. Summer applicants must produce proof of registration for the following Fall Term.

2. Loans are made for emergency purposes only to students who are in good financial standing at the University.

3. The maximum loan is $300.00. A five-day waiting period is required for processing and approving a maximum loan request. Any loan $200.00 or less is generally available within two to three days after being approved.

4. Complete payment of any previous loan is necessary for new loans to be approved.

5. Loans are repayable within the term in which they are borrowed. No student will be permitted to reapply for another loan within 90 days of repayment.

6. Loans must be paid in full prior to graduation. Failure to pay your loan as agreed may result in withholding your transcript or diploma and your not being permitted to register for future terms.

**INSERT CWEL policy content**
Dismissal from the CWEL Program impacts an MSW student’s source of funding. If a student is in good academic standing in the MSW Program, the student may seek alternate funding and continue in their degree program.

**Career Services**

The Office of Career Service within the School of Social Work offers students and alumni(ae) a wide array of opportunities to help achieve career goals. The specialization in social work careers provides students and alumni with the information and connections necessary to empower people, lead organizations and grow communities. Programming includes career fairs, employer information sessions, and workshops on resumes, interviews and much more. The School of Social Work boasts a community of over 10,000 alumni and hosts student and alumni networking events throughout the year. The School’s free job posting services provide employers a direct connection with the region’s top talent. Please view the Career Services page on the School of Social Work website for Current Job Opportunities, and the extensive listing of Career Resources to help individuals secure the job of their choice. The Director of Career Services is available to students and alumni for help with the job search, resume and cover letter writing, networking, and interview skills.

For more information on Career Services, contact Bobby Simmons, the Director of Career Services, at (412) 624-6354, Room 2227 Cathedral of Learning, bobby@pitt.edu, or visit the website at www.socialwork.pitt.edu/career-services/career-resources.

**School of Social Work Alumni Society**

The Alumni Society serves as a bridge between the University of Pittsburgh School of Social Work and the social work community by providing recognition of alumni excellence, promoting professional networking and development opportunities, and ensuring the continued distinction of the school. There are over 10,000 Social Work graduates from the University of Pittsburgh who are members of the School’s Alumni Society. The Society operates under the umbrella of and with support from the Pitt Alumni Association. Directed by an Executive Committee of committed alumni volunteers, the Society’s activities are carried out through task-based committees, strategically formed and aligned with the missions of both the School of Social Work and the Pitt Alumni Association.

To recognize and honor outstanding achievement in social work, five alumni are recognized annually through the School of Social Work’s Distinguished Alumni Awards program. Categories include Outstanding Contributions to Social Work Education, Outstanding Contributions/Career in Social Work Practice, Outstanding Alumni, Outstanding Field Instructor, and Rising Star (for recent grads). This award program, begun in 1968, has recognized many alumni whose exceptional contributions represent a variety of professional abilities.

For more information on alumni programs, contact the Director of Constituent Relations:

Tony Gacek
Director of Constituent Relations
School of Social Work
University of Pittsburgh
2027 Cathedral of Learning
Pittsburgh, PA 15260
412-624-8604
Student Organizations

Student Executive Council (SEC)

All degree students in the School of Social Work comprise the membership of the student organization which elects the Student Executive Council. The Council concerns itself with student life and serves as a liaison with the administration and faculty.

The Student Executive Council relies heavily on student participation and it endeavors to be of service to the student body. Activities include the publication of a Student Newsletter, the development of discussion sessions around critical social issues, the provision of opportunities for social action, participation in planning for orientation, and the planning of a variety of social events.

In addition SEC members, representing the student body, are appointed to serve on the following organizations and/or committees: Student Chapter, NASW; Student Chapter, NABSW; Alumni Association (Liaison); BASW Club, and Graduate and Professional Student Association (GPSA).

The Student Executive Council is working to strengthen its involvement in diversity initiatives to benefit the student body. More information regarding the activities and goals regarding diversity initiatives will be published as they are created.

The Student Executive Council supports the MSW student body and welcomes any feedback from all students. The SEC Office is located in Room 2201B CL. Please reach us at our E-mail address: pitt.sec@gmail.com.

SEC’s website can be found at:
http://www.socialwork.pitt.edu/student-resources/student-executive-council

Direct Practice Student Committee

The Direct Practice Student Committee is open to all students in the Direct Practice Concentration. The Direct Practice Student Committee strives to foster interchanges among students, faculty, and community members about issues impacting the well-being of individuals and families in our communities. The Direct Practice Student Committee sponsors presentation and sessions on topics identified by students in the concentration. The Direct Practice Student Committee has representatives who participate on School committees and who represent School of Social Work students in the University Graduate Student Association.

COSA Student Committee

The Community Organization and Social Administration (COSA) Student Committee supports and encourages creative collaboration between faculty, administration, the community, and students. COSA Students Committee members work to ensure that the interests of students in this
concentration are addressed in the School and that COSA students’ professional development is promoted. To this end, the COSA Student Committee sponsors activities and presentations during the academic year. COSA Student Committee representatives participate on School committees and represent School of Social Work students in the University Graduate Student Association.

**Graduate and Professional Student Government (GPSG)**

GPSG, a University-wide organization of graduate and professional students, is designed to provide students with services which have been lacking or inadequate in the past. The following issues are the organization's current priorities:

1. Expand opportunity for interdisciplinary, professional development.
2. Expand health coverage for GSAs, TAs, and TFs.
3. Increase coordination of events and communications among the graduate schools of the University.
4. Supplement the University system by providing for alternate educational experiences.

Another important function of the GPSG is to provide graduate student representation in the University Senate and the various decision-making councils within each of the fourteen graduate and professional schools on campus. Each full-time and part-time graduate student at Pitt automatically becomes a member of GPSG when she/he registers. It is vitally important that students from Social Work be informed and involved in GPSA decisions because all funding for the Student Executive Council is channeled through GPSG.

Representation in the governing body of GPSG, the Assembly, will be through representatives chosen by the student organization in each school. The School of Social Work will have one representative and one alternate. Office hours are adjusted per term as students operate the office. Please use the GPSG website to address any questions you may have: [https://pre.gpsg.pitt.edu/](https://pre.gpsg.pitt.edu/).

For further information, contact the Student Executive Council or:

GPSG
Room 825 - William Pitt Union
(412) 648-7844

**Professional Organizations**

**National Association of Social Workers (NASW)**

Membership in NASW is the organizational tie to the social work profession and movement. Full information is included in the orientation folder. All students are encouraged to join. Membership includes a subscription to the highly-respected professional journal, Social Work. Student social workers from the University of Pittsburgh are assigned to the Southwestern Division of the Pennsylvania Chapter. See the Director of Career Services and Alumni Affairs for membership information or go online to: [http://www.nasw-pa.org](http://www.nasw-pa.org).
**Student Chapter - National Association of Black Social Workers (NABSW)**

The National Association of Black Social Workers is a nationwide professional organization of Black social workers and students.

Some of the functions of the organization are as follows:

1. To help in the recruitment of Black students.
2. To act in the capacity of a community voice for the political community. The student chapter has a strong link with the city chapter of the National Association of Black Social Workers. Meetings and seminars are planned for Black students and Black social workers to discuss those problems that have a direct bearing on all Black people regardless of their positions.
3. To help Black students in their academic pursuits.

For more information go online: [www.nabsw.org](http://www.nabsw.org)

**Items of Special Interest to Students**

**Office of Student Appeals**

The University established an Office of Student Appeals as part of its effort to expand student services. This office is located in Room G12 Thackeray Hall (412-624-7668).

**University Student Handbook**

This very useful book is available at the Student Union and Towers Information Desks or Room 107 William Pitt Union, or online at [http://www.bulletins.pitt.edu/graduate/index.html](http://www.bulletins.pitt.edu/graduate/index.html).

**Identification Card**

Photo ID cards are usually issued in Panther Central (ID Center) Towers Lobby. If you are a new or readmitted student, you may apply for your ID card in person after you have registered and been notified by the University of ID availability.

You will be asked to present a form of photo identification. If photo identification is not available, two other forms of identification bearing your signature (such as your Selective Service, Social Security, Credit and Bank Cards) are required. You may also present your Birth Certificate or Baptismal Certificate as a form of non-photo identification. If you do not have photo or signature identification, you must present a notarized affidavit. There is no charge for the initial ID, but there is a $20.00 charge to replace lost, or stolen, damaged, or mutilated cards. The same identification requirements apply to replacement ID cards.

**Public Transportation**

With a current and valid Pitt ID, students may ride any Port Authority of Allegheny County buses, trolleys, or inclines at no charge. For more information, call Campus Transportation at (412) 624-8801; [www.pts.pitt.edu](http://www.pts.pitt.edu).
Student Health Services

The Student Health Service, (412) 383-1800, located on the 2nd floor of Nordenberg Hall in the Wellness Center, provides Pittsburgh campus students with outpatient health care. Services provided include general medicine, allergy injections, dermatology, orthopedics, a pharmacy, x-ray facility, and on-site laboratory. Health educators provide programs and information that emphasize preventive approaches toward health care. Family planning and gynecology services are also offered for students seeking education, counseling, and medical services.

Full-time students are assessed a health fee on their invoice. Part-time students may elect to pay the health fee during the add/drop period each term or session. All others may pay a fee-for-service at the time of the visit. The fee covers all services offered by the Student Health Service except certain elective procedures, injuries, and medication. Students are encouraged to acquire hospitalization insurance for emergency and inpatient medical care. Students interested in purchasing their own health insurance should contact University Health Plans, at 1-888-499-6885 or (https://my.pitt.edu/portal/server.pt/community/student_health_insurance/854).

Appointments are necessary for all services. Student Health Service hours during Fall and Spring terms are 8:30 AM to 7:00 PM, Monday-Tuesday-Thursday; and 8:30 AM-5:00 PM, Wednesday-Friday; and 10:00 AM-3:00 PM, Saturday. During the summer (May-August), the Student Health Service is open Monday-Friday from 8:30 AM – 5:00 PM. The phone number is (412) 383-1800.

Women's Health Services is located at 3708 Fifth Ave., 5th Floor (412-383-1800). Women's Health Services provides routine gynecological exams, treatment for common gynecological problems and sexually transmitted diseases, pregnancy determination and contraceptive education and care. Clinic hours may vary, but are generally 9:00 AM to 6:00 PM. Services are by appointment only. For full-time students, services at Women’s Health Services are covered by their health fee and there is no charge, except for medications and birth control. For other students, payment must be made in cash, check or by major credit card. The Clinic does not accept Blue Cross/Blue Shield or other health insurance payments directly. Payment is required at the time services are rendered and then students may submit for health care reimbursement to their carrier.

Adagio Health Center is located at 960 Penn Avenue, Suite 600, Pittsburgh, PA 15222 (downtown area of the City). Adagio Health Center provides general and gynecological services to persons in need of medical care. The center takes patients by appointment only. An appointment can be made by telephoning (412) 288-2130 between 8:00 AM and 4:00 PM Monday-Wednesday-Friday or visit their website at www.adagiohealth.org.

Counseling Center

Counseling services are available for individual and group counseling purposes, for career guidance and other kinds of general advisement. The Counseling Center is located in Nordenberg Hall, on the 2nd floor in the Wellness Center. The hours are 8:30 AM to 9:00 PM Monday and Wednesday during the Fall and Spring Terms. The telephone number is (412) 648-7930.

The Counseling Center also provides sexual assault services, designed to alleviate the trauma associated with sexual victimization.
**Academic Resource Center**

The Academic Resource Center (ARC) offers free assistance with general study skills, math tutoring, writing support as well as other academic services and workshops. It is located in Room G1 Gardner Steel Conference Center. The hours are 8:30 a.m.- 5:00 p.m., Monday through Friday during the Fall and Spring Terms. Summer hours may vary. The ARC phone number is (412) 648-7920. Other services provided include the Math Assistance Center (MAC), 215 O’Hara Student Center, (412) 624-5954, and the Writing Center, 317B O’Hara Student Center, (412) 624-6556.

**The Office of Veterans Services**

The staff of the Office of Veterans assists veterans, war orphans, and veterans' dependents in the obtaining and use of their benefits under the GI Bill. In addition to these services, the office also arranges for tutorial assistance and VA work study. The coordinator serves as the veterans' representative with the University, the Veterans Administration, and related agencies. Contact may be made in 1440 Posvar Hall, by calling (412) 624-7646, or by visiting their website at http://www.veterans.pitt.edu.

**Office of Disability Resources and Services**

The Office of Disability Resources and Services (DRS) provides a broad range of support services and resources base to assist students with disabilities such as visual impairment, auditory impairment, mobility impairment and hidden disabilities (learning disabilities, ADHD, psychological disabilities). Services include, but are not limited to: tape recorded textbooks, sign language interpreters, adaptive computer technology, Braille copy, non-standard exam arrangements and personal counseling. DRS can also assist students with accessible on campus housing and transportation. Students interested in registering for services should contact DRS to schedule an appointment with the Coordinator and be prepared, if requested, to provide appropriate documentation of their disability. The office is located in 140 William Pitt Union. For more information, call (412) 648-7890 or check out their website: www.drs.pitt.edu.

**Office of International Services**

The Office of International Services offers credential evaluation, advising for foreign students and scholars regarding immigration regulations and general concerns. International I.D. cards are available. The office is located in Room 708, William Pitt Union. For information, call (412) 624-7120. Office hours are 8:30 AM-5:00 PM, Monday-Friday. Email address: www.ois.pitt.edu

**Pitt's Dental Clinic**

The Oral Hygiene Clinic and the Dental Clinic of the University of Pittsburgh's School of Dental Medicine provide thorough, low-cost services to employees, students of the University and the general public. They are located in the School of Dental Medicine at 3501 Terrace Street. The telephone number for clinics is (412) 648-8616. Office hours are 8:30 AM-4:30 PM, Monday-Friday.

An examination and cleaning can be received from the Oral Hygiene Clinic. A 10% discount is given to Pitt students with a valid student I.D. Patients should plan to spend all morning or all afternoon for an appointment.
The hours for the Oral Hygiene Clinic may vary from term to term and appointments from examinations are usually booked a month in advance. To schedule an appointment, telephone (412) 648-8616.

Specific dental work is provided at the Dental Clinic of the School of Dental Medicine. A full range of dental services are offered. The first appointment is for a screening examination to determine the type of work needed and the level of student required. Students are then contacted for future appointments and a complete diagnosis made and treatment plan developed. Patients may be required to attend one or two sessions of instruction on dental care before beginning actual prescribed treatments.

Student practitioners may require somewhat more time for completion of work, but that work is well supervised and checks are required. However, fees are lower in most cases and, if a patient applies and qualifies, fees may be adjusted. Very few patients are rejected. There are also several clinics designed to help patients with dental-related problems such as the Pain Clinic, Dental Facial Abnormality, Children's Dentistry Department, etc.

The Dental Clinic is open Monday through Friday, 8:30 a.m. to 4:30 p.m. To make an appointment, call (412) 648-8616. Emergency appointments can be scheduled one day in advance. The best time to call is between 8:00 a.m. and 9:00 a.m.

**Book Centers**

**University Store on Fifth**

4000 Fifth Avenue

(412) 648-1455


Store hours may be found at the following link: [https://www.pittuniversitystore.com/t-store_hours.aspx](https://www.pittuniversitystore.com/t-store_hours.aspx)

Textbooks may be purchased at the University Book Center. In addition to textbooks, the University Book Center handles all school supplies.

**Invoices**

Keep all receipted academic invoices until all courses are recorded on official University transcripts. This is very important because the receipted invoice is the only proof a student has that he/she has registered and paid all fees.

**Transcripts**

Official transcripts are available in the Office of the Registrar, Room G-3 Thackeray Hall upon written request of students. Phone number is (412) 624-7620. Office hours: 8:30 AM-4:30 PM, Monday-Friday.

Unofficial transcripts are available one per term in which a student is registered upon student request and are free of charge.

**Computing Services**

For complete details, go to [http://technology.pitt.edu/](http://technology.pitt.edu/)
**Student Computer Accounts**

To take advantage of the University’s information technology resources, you will need a University Computer Account. Your account is created automatically when you enter the University as a student or when you are hired as a member of the faculty or staff. A letter will be sent to you upon creation of your University computer account with your *username* and an assigned *password*. You should change this password. For full information on your student computer account, go to: [http://technology.pitt.edu/email.html](http://technology.pitt.edu/email.html).

**www.my.pitt.edu**

The University of Pittsburgh’s Web portal, my.pitt.edu, provides a single point of Web access to the information that students, faculty, and staff use most. Portal users can access their email, news from various sources, account management tools, sports, weather, events, and Internet content through this customizable application from anywhere they have Internet access. You’ll need your University Computer Account username and password to log into [www.my.pitt.edu](http://www.my.pitt.edu).

**Campus Computing Labs**

All University of Pittsburgh students with a valid University Computing Account may use any of the six computing labs conveniently located throughout the Pittsburgh campus close to residence halls and classrooms. Each lab is staffed by student consultants and includes a mix of Windows, Macintosh, and Linux computers. Shared scanners and laser printers are available, as well as Mobile Device Charging Stations that enable students to charge their smartphone or tablet.

**Travel Registration at the University of Pittsburgh**

**What is it?**

A University portal-based system that collects the dates and destination of international travel.

**Why are we implementing international travel registration?**

Over the last number of years, two forces have shaped the University’s thinking about international travel of faculty, staff, and students. First, events around the world (e.g., the Tsunami in Asia, the earthquake in Japan, the change in government in Egypt) have made it important for us to be able to quickly identify University personnel abroad. Second, as we increasingly are engaged in global programs, it would be useful to be able to provide an aggregate overview of the range of engagement abroad each year. Thus, the Council of Deans has adopted a policy that requires registration of international travel for all University students and staff, and strongly encourages registration for faculty.

**Who is required to register?**

- Undergraduate students (but most of this travel is registered through the study abroad process, see below)
- Graduate students
- Staff
- Faculty (strongly encouraged, but not required)

You should register using this system if:
• You are conducting research abroad
• You are attending a conference or meeting abroad
• You are part of a University group or club and traveling abroad as part of a University-sponsored activity

You should not register using this system if:
• You are participating in a program administered through the University’s Study Abroad office website
• You are helping to manage a study abroad program managed through the Study Abroad Office website
• You are not on University business (e.g., you are going on vacation abroad)

How do I register?
• Log into www.my.pitt.edu
• Point to My Resources to expand the drop down
• Click on Travel Registry
• Read the material and click on the link in the upper right labeled Register Your Trip Now
• Once you are in the system, you will be able to note the dates of travel, list the destinations during your journey, and answer a brief questionnaire about the nature of your trip and the best means for contacting you in case of emergency.

Nondiscrimination Policy Statement

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact Ms. Pamela W. Connelly, Associate Vice Chancellor of Diversity and Inclusion, Office of Diversity and Inclusion, University of Pittsburgh, 500 Craig Hall, 200 S. Craig Street, Pittsburgh, PA 15260 (412) 648-7860.

Anti-Harassment Policy Statement

No University employee, University student, or individual on University property may intentionally harass or abuse a person (physically or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University Nondiscrimination Policy Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or veteran status. This policy will be applied with due respect for the University's commitment to equality of opportunity, human dignity, diversity, and academic freedom.
**Faculty-Student Relationship Policy**

The University’s educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature (that is, sexual and/or romantic) compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member.

If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student.

Definition Note: In this policy, the definition of “faculty member” refers to anyone appointed by the University as a teacher, researcher, or academic administrator, including graduate and undergraduate students so appointed.

**Sexual Harassment**

**Policy**

The University of Pittsburgh is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal and local laws. It is neither permitted nor condoned.

It is also a violation of the University of Pittsburgh's policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated the University's policy against sexual harassment will be subject to appropriate disciplinary action, including, but not limited to reprimand, suspension, termination or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

**Definition**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is an explicit or implicit condition of employment or academic success;

2. Submission to or rejection of such conduct is used as the basis for employment or academic decision; or

3. Such conduct has the purpose or effect of
   a. Unreasonably interfering with an individual's work or academic performance; or
   b. Creating an intimidating, hostile or offensive work or academic environment.
While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. The University does not prohibit intimate relationship between consenting adults. However, personal relationships must not be allowed to interfere with the academic or professional integrity of the teacher-student, staff-student, supervisor-employee or other professional relations within the University.

In all cases, the University considers sexual relations between a teacher and his or her student or between a supervisor and his or her employee to be extremely unwise. This includes relations between a graduate student and an undergraduate student when the graduate student has supervisory or academic responsibility for that undergraduate student and relations between an administrator, coach, advisor, program director, counselor or residential staff member and a student or employee in a subordinate relationship. Under these conditions, should complaints of sexual harassment be made, the teacher or supervisor bears full responsibility for proving a defense of mutual consent.

Policy: University of Pittsburgh – Ground Transportation

Please be advised that the School of Social Work follows the University Policy regarding liability when using personal cars. Please refer to the following University link for additional information.

Please be advised that as a student, you may need the use of an automobile to perform tasks related to your field placement and as such, realize that a student’s own auto coverage will be primary in the event of an accident. Therefore, students should check with their personal automobile coverage before accepting a field placement which may require use of a personal automobile, and students should also discuss with the field placement site regarding agency specific policies related to transportation. Students are responsible for maintaining his or her own adequate automobile insurance coverage. Please refer to the University Policy at: http://www.cfo.pitt.edu/policies/policy/05/05-07-01.html

Policy: Request for Graduate Student Parental Accommodation

School of [insert name]

Graduate students requesting a parental accommodation under the Graduate Student Parental Accommodation Guidelines (http://www.pitt.edu/~graduate/Grad_Parental_Accommodation_Guidelines.pdf) should complete and submit this form prior to the anticipated childbirth or adoption to [insert contact information of Dean’s Office]

Date of application: _________________

Estimated date of birth or adoption: __________________________________________________________________

Note: Include a brief statement from a medical service provider stating the best estimate of delivery/adoption date.

Name: ____________________________________________________________________________________________

Campus address: __________________________________________________________________________________
Email address: _____________________________________________________

Academic program: _________________________________________________

Department: _______________________________________________________

Date of graduate program entry: ________________   Degree intent: _______________

Graduate student is a:
☐ Birth Mother
☐ Eligible Student (see guidelines for eligibility)

Funding status during the requested accommodation period:
☐ Teaching Assistant (TA) or Teaching Fellow (TF)
☐ Graduate Student Assistant (GSA)
☐ Graduate Student Researcher (GSR)
☐ Other fellowship (please specify):_____________________________________
☐ None

Accommodation to start on __ __/ __/ __ through __ __/ __/ __

Note: The length of the accommodation for an eligible student is six consecutive weeks and for a birth mother who holds an academic appointment as TA, TF, GSA and GSR is to be determined by a health care provider not to exceed the student’s appointment period.

☐ Documentation from a health care provider submitted for birth mother.

International Students with an F-1 student visa or J-1 Exchange Visitor visa are strongly encouraged to consult with the Office of International Studies.

If the other parent is a graduate student at Pitt please provide name:
_________________________________________________________ and school/program:
_________________________________________________________

Individuals listed below will receive written notification of the accommodation.

Faculty Advisor
Name: _________________________________________ Email: _______________________

Signature: ____________________________________________

Director of Graduate Studies
Name: _________________________________________ Email: _______________________

Signature: ____________________________________________

Department Chair
Name: _________________________________________ Email: _______________________
Signature: ______________________________________

School of {insert name}
Name: ____________________________________________

Title: _____________________________________________

Date: _____________________________________________

Graduate School signature: __________________________

Terms of accommodation (as necessary):
Policy: Family Educational Rights

Family Educational Rights and Privacy Act of 1974 - Public Law 93-380

As a student at the University of Pittsburgh, it is important that you know the rights afforded you under the Family Educational Rights and Privacy Act of 1974.

This act provides you with access to your educational records, the right to challenge the accuracy of the materials contained therein, and protects your privacy by limiting the transferability of your records without your consent.

The act does include special conditions and some exceptions to all of the above. Information regarding this Act is available to you through the Office of the Vice President of Student Affairs, Room 104, William Pitt Union.

Additional Note: Students may have access to the "Folder Summary" (a summary of the student's educational and professional background) which is forwarded to the field agency prior to the beginning of the placement experience. Contact your faculty advisor or Associate Dean Valire Carr Copeland for details.

Affirmative Action Officer, University of Pittsburgh:

Ms. Carol Mohamed, Director
412 Bellfield Hall
University of Pittsburgh
Pittsburgh, Pennsylvania 15260
(412) 648-7861
Code of Ethics
of the National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly

Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession’s focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. “Clients” is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. 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. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals’ needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession’s history, are the foundation of social work’s unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics

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

The NASW Code of Ethics serves six purposes:

1. The Code identifies core values on which social work’s mission is based.
2. The Code summarizes broad ethical principles that reflect the profession’s core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.
5. The Code socializes practitioners new to the field to social work’s mission, values, ethical principles, and ethical standards.
6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this Code, social workers are required to cooperate in its
implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

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 social 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 familial to the social and professional.

Further, the NASW 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 social 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 social 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.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment is warranted. Social workers’ decisions and actions should be consistent with the spirit as well as the letter of this Code.

In addition to this Code, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the NASW Code of Ethics as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients’ and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization’s ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers’ ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social 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, social workers should seek proper consultation before making a decision.

The NASW Code of Ethics is to be used by NASW 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.

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. Social workers’ ethical behavior should result from their personal commitment to engage in ethical practice. The NASW Code of Ethics reflects the commitment of all social 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.

**Ethical Principles**

The following broad ethical principles are based on social work’s 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 social workers should aspire.
Value: Service

**Ethical Principle:** Social workers’ primary goal is to help people in need and to address social problems.
Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

Value: Social Justice

**Ethical Principle:** Social workers challenge social injustice.
Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers’ social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: Dignity and Worth of the Person

**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.
Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients’ socially responsible self-determination. Social workers seek to enhance clients’ capacity and opportunity to change and to address their own needs. Social 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 of the profession.

Value: Importance of Human Relationships

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

Value: Integrity

**Ethical Principle:** Social workers behave in a trustworthy manner.
Social workers are continually aware of the profession’s mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: Competence

**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.
Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers’ ethical responsibilities to clients, (2) social workers’ ethical responsibilities to colleagues, (3) social workers’ ethical responsibilities in practice settings, (4) social workers’ ethical responsibilities as professionals, (5) social workers’ ethical responsibilities to the social work profession, and (6) social workers’ ethical responsibilities to the broader society.
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 professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

1. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO CLIENTS

1.01 Commitment to Clients

Social workers’ primary responsibility is to promote the wellbeing of clients. In general, clients’ interests are primary. However, social 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. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

1.02 Self-Determination

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients’ right to self-determination when, in the social workers’ professional judgment, clients’ actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

1.03 Informed Consent

(a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients 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’ right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients’ comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients’ interests by seeking permission from an appropriate third party, informing clients consistent with the clients’ level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients’ wishes and interests. Social workers should take reasonable steps to enhance such clients’ ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients’ right to refuse service.

(e) Social 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.

(f) Social workers should obtain clients’ informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

1.04 Competence

(a) Social 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) Social 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, social 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.

1.05 Cultural Competence and Social Diversity

(a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should have a knowledge base of their clients’ cultures and be able to demonstrate competence in the provision of services that are sensitive to clients’ cultures and to differences among people and cultural groups.

(c) Social 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, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

1.06 Conflicts of Interest

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients 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.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social 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 social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers’ professional obligations to the various individuals who are receiving services. Social 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 social 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.

1.07 Privacy and Confidentiality

(a) Social workers should respect clients’ right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.

(b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.

(c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social 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, social 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) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.

(e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients’ right to confidentiality. Social workers should review with clients 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 social worker-client relationship and as needed throughout the course of the relationship.

(f) When social workers provide counseling services to families, couples, or groups, social 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. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.

(g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker’s, employer’s, and agency’s policy concerning the social worker’s disclosure of confidential information among the parties involved in the counseling.

(h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.

(i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.

(j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client’s consent and such disclosure could cause harm to the client, social 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) Social workers should protect the confidentiality of clients when responding to requests from members of the media.

(l) Social workers should protect the confidentiality of clients’ written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients’ records are stored in a secure location and that clients’ records are not available to others who are not authorized to have access.

(m) Social 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) Social workers should transfer or dispose of clients’ records in a manner that protects clients’ confidentiality and is consistent with state statutes governing records and social work licensure.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker’s termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.
1.08 Access to Records

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients’ access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients’ 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. Both clients’ requests and the rationale for withholding some or all of the record should be documented in clients’ files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

1.09 Sexual Relationships

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social 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 social worker and client to maintain appropriate professional boundaries. Social 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) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social 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) Social 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 social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact

Social 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). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

1.11 Sexual Harassment

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

1.12 Derogatory Language

Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

1.13 Payment for Services

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients’ ability to pay.
(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers’ relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client’s initiative and with the client’s informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers’ employer or agency.

1.14 Clients Who Lack Decision-Making Capacity

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

1.15 Interruption of Services

Social 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.

1.16 Termination of Services

(a) Social 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) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social 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. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social 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.

(f) Social 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.

2. SOCIAL WORKERS’ ETHICAL RESPONSIBILITIES TO COLLEAGUES

2.01 Respect

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients 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, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.
(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

2.02 Confidentiality

Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers’ obligation to respect confidentiality and any exceptions related to it.

2.03 Interdisciplinary Collaboration

(a) Social 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 social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

(b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

2.04 Disputes Involving Colleagues

(a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers’ own interests.

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

2.05 Consultation

(a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.

(b) Social workers should keep themselves informed about colleagues’ areas of expertise and competencies. Social 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, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

2.06 Referral for Services

(a) Social workers should refer clients to other professionals when the other professionals’ specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.

(b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients’ consent, all pertinent information to the new service providers.

(c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

2.07 Sexual Relationships
(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social 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.

2.08 Sexual Harassment

Social workers should not sexually harass supervisees, 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.

2.09 Impairment of Colleagues

(a) Social workers who have direct knowledge of a social 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) Social workers who believe that a social 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, NASW, licensing and regulatory bodies, and other professional organizations.

2.10 Incompetence of Colleagues

(a) Social workers who have direct knowledge of a social work colleague’s incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.11 Unethical Conduct of Colleagues

(a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

(b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues’ unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.

(c) Social 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, social 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, an NASW committee on inquiry, or other professional ethics committees).

(e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

3. SOCIAL WORKERS’ ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS

3.01 Supervision and Consultation
(a) Social 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) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social 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 supervisee.

(d) Social workers who provide supervision should evaluate supervisees’ performance in a manner that is fair and respectful.

3.02 Education and Training

(a) Social 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) Social workers who function as educators or field instructors for students should evaluate students’ performance in a manner that is fair and respectful.

(c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social 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. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

3.03 Performance Evaluation

Social 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.

3.04 Client Records

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social 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) Social workers’ documentation should protect clients’ privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social 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 or relevant contracts.

3.05 Billing

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

3.06 Client Transfer

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client’s needs before agreeing to provide services. To minimize
possible confusion and conflict, social 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 a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client’s best interest.

3.07 Administration

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients’ needs.

(b) Social 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) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social 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 NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

3.08 Continuing Education and Staff Development

Social 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 social work practice and ethics.

3.09 Commitments to Employers

(a) Social workers generally should adhere to commitments made to employers and employing organizations.

(b) Social workers should work to improve employing agencies’ policies and procedures and the efficiency and effectiveness of their services.

(c) Social workers should take reasonable steps to ensure that employers are aware of social workers’ ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.

(d) Social workers should not allow an employing organization’s policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations’ practices are consistent with the NASW Code of Ethics.

(e) Social workers should act to prevent and eliminate discrimination in the employing organization’s work assignments and in its employment policies and practices.

(f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.

(g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

3.10 Labor Management Disputes
(a) Social 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 social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession’s values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

4. SOCIAL WORKERS’ ETHICAL RESPONSIBILITIES AS PROFESSIONALS

4.01 Competence

(a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

(b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

(c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

4.02 Discrimination

Social 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, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

4.03 Private Conduct

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

4.04 Dishonesty, Fraud, and Deception

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

4.05 Impairment

(a) Social 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) Social 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 and others.

4.06 Misrepresentation

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker’s employing agency.
(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social 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.

4.07 Solicitations

(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.

(b) Social 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.

4.08 Acknowledging Credit

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

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

5. SOCIAL WORKERS’ ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION

5.01 Integrity of the Profession

(a) Social workers should work toward the maintenance and promotion of high standards of practice.

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social 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) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession’s literature and to share their knowledge at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

5.02 Evaluation and Research

(a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.

(b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.

(c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.
(d) Social 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) Social 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’ wellbeing, 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, social 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) Social 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) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.

(i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.

(j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.

(k) Social 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) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social 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) Social workers who report evaluation and research results should protect participants’ confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.

(n) Social 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) Social 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) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

6. SOCIAL WORKERS’ ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY

6.01 Social Welfare

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social 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.

6.02 Public Participation
Social workers should facilitate informed participation by the public in shaping social policies and institutions.

**6.03 Public Emergencies**

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

**6.04 Social and Political Action**

(a) Social 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. Social 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) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social 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) Social 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, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

http://www.socialworkers.org/pubs/code/code.asp