

Code of Ethics

Standard:

Effective: August, 2002

Revised:

Board Reviewed: October, 2003

Protocol

Region Ten Community Services Board staff will conduct themselves in such a manner that their level of professionalism and commitment to those served is evident and brings credit to consumers, the Board, or themselves. Whereas the Board employs a variety of individuals, some of whom do not belong to professional organizations that have an identified Code of Ethics, the following protocols are established to guide and appraise conduct, primarily in relationships with consumers. These procedures are not intended to deny the application of existing Codes of Ethics for certain disciplines, for example, nurses, physicians, psychologists, social workers, or professional counselors.

When situations covered by this code occur, employees should contact their Division Director. Employees should discuss with their supervisors any situations not specifically covered by this code.

Ultimately, each employee is responsible for her/his own behavior.

Guidelines:

1. Employees will not practice or condone any form of discrimination on the basis of race, color, gender, sexual orientation, age, ethnicity, religion, or mental or physical disability.
2. Employees will not engage in any activity that is physically, emotionally, or verbally abusing to consumers, her/his family member or guardian.
3. Employees will be aware of and avoid personal and professional circumstances that may cause a conflict of interest and hinder making judgments in the best interests of a consumer, her/his family member(s) or guardians(s).
4. Employees will not exploit relationships for personal or professional gain by:

- Receiving gifts or favors from, and giving gifts or favors to consumers, their family members or guardians, vendors or referral sources when to do so would be improper.
 - Soliciting known consumers, their family members or guardians as customers for any goods or services the employee may offer for sale on a private basis. Any exceptions deemed to be of a therapeutic nature must be approved by the program director.
 - Encouraging the transfer or referral of a Board consumer to a private practice in which the employee has a financial interest.
 - Encouraging a Board consumer to follow them to another service provider when an employee leaves the employment of the Board.
 - Recommending that consumers, their family members or guardians participate in any activity that is illegal.
 - Establishing social relationship with consumers, their family members or guardians beyond the expectations of one's job that could compromise the services provided to consumers.
 - Allowing consumer visitation in staff homes without the prior approval of their Division Director.
5. Employees who have service-providing relationships with consumers(s) will not engage in romantic or sexual associations with those consumers, their family members or guardians.
 6. Employees will forego any activity that might violate the legal and /or civil rights of the consumers, their family members or guardians.
 7. Employees will not conduct, condone, or participate in unauthorized experimentation or research.
 8. Employees will respect the privacy of the person being served and hold in confidence all information, whether verbal, written or electronic, obtained in the course of professional service. Upon termination, the employee will maintain client and coworker confidentiality.
 9. Employees will uphold the standards of any board or accrediting organization under which they are licensed.
 10. Employees will present accurately their education, training and experience and only provide services for which they have both the abilities and qualifications.

11. Employees will refrain from retribution against consumers or colleagues for reports made in good faith of alleged unethical, unprofessional or illegal activity.
12. Employees will abide by safety standards and procedures and seek to minimize workplace injury.
13. Employees will abide by the performance standards established in their job description.
14. Employees will manage all Region Ten financial, legal, and record keeping matters with accuracy and integrity.
15. Employees who have the responsibility for employing and evaluating staff performance, will do so in a responsible, fair, considerate and equitable manner and will follow current standards of protocol and practice at Region Ten.
16. Employees will observe the codes of conduct established in the protocols found in the Region Ten Human Resource Protocol Manual and the Client Protocol Manual including, but not limited to:
 - Harassment Protocol
 - Drug Free Workplace Protocol
 - Confidentiality Protocol
 - Client Abuse Protocol
 - Computer Resource Usage Protocol
 - Standards of Conduct Protocol
 - Human Rights Protocol
17. Violations of this code should be reported to the Division Director and may lead to disciplinary action. (See Standards of Conduct Protocol in Human Resources Protocol Manual.)