

# THE RIGHT DOOR FOR HOPE, RECOVERY AND WELLNESS

## CODE OF ETHICS

### I AFFIRM THAT:

I shall not discriminate against or refuse supports and services to anyone on the basis of race, color, creed, age, disability, sex, religion, national affiliation, marital status, sexual orientation, political considerations, or financial status.

Admission to supports and services will be based on identified customer need, and treatment decisions will be made independently of the customer's ability to pay, reimbursement methodology, or other financial resource considerations.

I will not use my professional relationship with customers to further my own interests.

I shall assist persons requesting professional help in obtaining other supports and services if I am unable or unwilling to serve them.

I will not intentionally abandon or neglect customers in treatment. I will continue to serve the customer until referral or transfer to another practitioner has been completed.

I shall demonstrate a genuine interest in all my customers.

I shall not foster my customers' dependency on me, but will promote their independence, self-sufficiency, self-representation, and self-determination.

I shall not attempt to diagnose, treat or advise on problems outside the recognized bounds of my competence.

I will provide supports and services within the guiding principles of person/family centered planning.

I will report/document all supports and services honestly to ensure that customers and payors are billed appropriately and fairly.

I will conduct all business (clinical, administrative, financial, marketing, and/or technical support functions) with the highest level of integrity.

I will avoid relationships with my customers that could impair my professional judgement, or exploit their trust or vulnerability.

## ***PUBLIC STATEMENTS***

### I AFFIRM THAT:

Recognizing my ability to influence and alter the lives of others, I shall exercise special care when making professional recommendations or opinions public through testimony or other public statements.

I shall accurately represent my education, training, experience and competencies as they relate to my profession or scope of practice.

I shall abide by the organization's policies related to public statements.

## ***RESPONSIBILITY TO COLLEAGUES***

### I AFFIRM THAT:

I shall respect the rights and views of my co-workers and treat them with fairness, courtesy and in good faith.

I shall be aware of my potential influence on students and co-workers and will not exploit their trust. I will make every effort to avoid dual relationships that could impair my professional judgement.

I shall not engage in or condone any form of harassment or discrimination.

I shall not permit students or co-employees to perform or present themselves as competent to perform services beyond their training and/or level of experience.

I shall respect the confidences of my co-workers.

When I replace a colleague or am replaced, I shall act with consideration for the interest, character and reputation of the other professional.

I shall not assume professional responsibility for the customers of a colleague without appropriate consultation.

If I have the responsibility for employing or evaluating the performance of other organization members, or participate in peer review activities, I shall do so in a responsible, fair, considerate and equitable manner.

If I know first hand that a colleague has violated ethical standards, I shall report the unethical activity to appropriate leadership members. If the unethical behavior or activity involves a customer, the Customer Relations Director will be notified.

I shall dress and present myself in a manner which reflects the organization positively and professionally.

In the spirit of teamwork, I will promote an environment where problems can be solved, everyone's efforts are valued, and there is appreciation for diversity.

### ***RESPONSIBILITY TO THE ORGANIZATION***

I AFFIRM THAT:

I shall work to improve the effectiveness and efficiency of support and services provided by the organization.

I shall act to prevent and eliminate discrimination in work assignments or in human resource practices.

I shall use the resources and property of the organization for the purposes for which they were intended.

I shall, to the best of my ability, fulfill any and all commitments made by me to my customers and the organization.

I shall maintain respect for organizational policies, procedures and leadership decisions and will take the initiative toward their improvement when it will better serve the interests of my customers.

I shall support the integrity and reputation of the organization and will represent the organization in a positive manner.

I will work to accomplish the organization's goals, and to work within the framework of the organization's values.

I will seek appropriate assistance for my own personal problems or conflicts that are likely to impair my work performance or my clinical judgement.

I will avoid or abstain from activities or decisions that constitute a conflict of interest.

I will take responsibility for enhancing my professional knowledge, skills and abilities, and actively improving my competencies.

