

## The Right Door for Hope, Recovery and Wellness

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| Chapter Title<br><br><b>Human Resources</b>      | Section #<br><br><b>HR</b> |                              | Subject #<br><br><b>511</b>  |
| Subject Title<br><br><b>Professional Conduct</b> | Adopted<br><br>04/24/00    | Last Revised<br><br>11/25/19 | Reviewed<br>08/24/05; 08/28/06;<br>08/25/08; 09/28/09;<br>10/25/10; 09/26/11;<br>09/24/12; 09/23/13;<br>10/20/14; 09/28/15;<br>09/26/16; 10/30/17;<br>10/29/18; 11/25/19;<br>11/23/20; 11/22/21;<br>11/28/22 |

### POLICY

#### Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

#### 1.0 Professional Conduct

Every organizational member of The Right Door for Hope, Recovery and Wellness is expected to conduct their personal and professional life in a manner that reflects credit upon The Right Door for Hope, Recovery and Wellness. The Right Door for Hope, Recovery and Wellness organizational members are expected to be courteous, responsible, and trustworthy in their dealings with the public, with persons served, and with other organizational members. Organizational members may not accept gifts, services, or anything else of value that is offered as a consequence of The Right Door for Hope, Recovery and Wellness employment, but is not part of the Board-approved employment compensation or benefits. Adherence to these principles is essential in order for The Right Door for Hope, Recovery and Wellness to maintain the public support necessary to carry out its legislated functions.

All organizational members shall read, understand, subscribe to and abide by the organization's Code of Ethics.

#### 2.0 Statement of Acknowledgement and Understanding

Upon acceptance of employment with The Right Door for Hope,

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Recovery and Wellness, all new employees shall, within two (2) weeks of their employment date, sign a statement that they acknowledge and understand The Right Door for Hope, Recovery and Wellness policies and procedures, and agree to abide by The Right Door for Hope, Recovery and Wellness' Code of Ethics.

**Reference**

CARF Standards Manual Sections: Leadership and Workforce Development and Management

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| Deborah McPeek-McFadden, Board Chairperson | Date |  |  |