



A non-profit organization designed to assist individuals, families, and employers with drug/alcohol and family related problems.

EMPLOYEE CODE OF CONDUCT

It is the responsibility of each employee to exercise good judgment and common sense in their interactions with current and former clients. The following guidelines are to be adhered to. This is not an exclusive list and should not be taken to imply that anything not on the list is acceptable.

Appropriate employee/current client interaction guidelines:

1. Employees should render care in a manner that enhances the dignity and rights of the individual
2. No form of abuse and/or neglect will be tolerated
3. The personal life, problems or concerns of employees are not to be discussed with clients
4. Employees who have a professional code of ethics and/or conduct pertaining to their profession are to follow those rules as well
5. Socialization with clients in or outside the treatment setting is not acceptable

Appropriate employee/former client interaction guidelines:

1. Socialization with clients after they have been discharged one year from care, or within the requirements of the employee credentialing board, is acceptable
2. Employee initiated or encouraged non-professional contact of any kind is not acceptable
3. Employees shall not give out any personal information, phone numbers, or addresses to any current or former patients, unless indicated by written approval of the appropriate Director.

Appropriate confidentiality guidelines:

1. Problems/issues of a client are not to be discussed with another client by an employee
2. An employee should not name a client or discuss a client with anyone outside Human Skills and Resources, or who does not have a legal right and/or clinical reason to receive information about the client.