

Partners in Recovery

POLICY AND
STANDARDS

*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):
R9-20-201B.2.c. Administration*

Policy Name: Code of Ethical Conduct

Policy Number: HR - 0002

H.M. Gilbert Jr., Executive Director, PIR

Date

Cross Reference(s)

CARF 2006 Standard Manual 1.G.4.a

Policy Statement

Partners in Recovery is committed to establishing and ensuring that the highest standards of ethics and integrity are required of every staff member, intern, and volunteer. Our standards are consistent with applicable laws and regulations, and are closely aligned with the Arizona System Principles for Delivery of Behavioral Health Services.

Purpose

To provide an overview of Partners in Recovery's expectations regarding ethical conduct, and outline the process for ensuring compliance with our standards.

Scope

Partners in Recovery Direct Care Clinics.

Key Terms

Should the reader need to inquire as to the definition of a term used in this policy, the Partners in Recovery Key Term Glossary can be found in the back of the Policy and Procedure Manual.

Standards

- I. Standards of Conduct
 - A. Arizona System Principles for Delivery of Behavioral Health Services are core to staff, interns and volunteers understanding their roles and making appropriate decisions. Specifically, it is incumbent upon each to strive to:
 1. Apply care practices in a manner that results in behavioral health recipients and their families receiving behavioral health services that are person- and family-centered, timely, culturally relevant, and effective in reducing symptoms stemming from behavioral health conditions, thus, maximizing functioning and improving the recipient's quality of life; and
 2. Deliver services with the explicit goal of assisting behavioral health recipients to achieve and maintain success in recovery, gainful employment, age-appropriate education, living in their own homes, avoiding delinquency and criminality, self sufficiency, and meaningful community participation.
 - B. Ethical Workplace
 - All staff, interns, and volunteers have an obligation to be honest in all dealings with providers, clients, third party vendors, and each other. They are also expected to:
 1. Treat clients with dignity and respect, always focusing on the best interest of the client;
 2. Set an example through their behavior;

3. Avoid situations that may result in conflicts of interest;
4. Contribute to creating a workplace that is free from harassment, drugs, narcotics, alcohol and discriminatory practices;
5. Comply with all applicable laws and Partners in Recovery policies including but not limited to those addressing employee's health, safety and welfare in the workplace; and
6. Be familiar with Partners in Recovery policies on document retention, confidentiality, privacy of personal health information, and abide by all applicable state and federal laws, regulations and contractual obligations regarding the retention of records.

II. Compliance and Corrective Action Process

- A. Both Partners in Recovery utilize a corrective action process for performance and/or work habit issues, including adherence to our code of ethics standards. All staff, interns and volunteers are required to complete appropriate orientation and training regarding these standards, and attest to their commitment to abide by them. Any breaches to policies, practices, or standards are addressed through corrective action, up to and including termination of employment depending upon the egregiousness of the infraction.
- B. Partners in Recovery policies relative to ethical standards and conduct include assurances of non-discrimination and non-retaliation toward any employee making a report or cooperating in the investigation of any alleged ethical or business compliance violation.

III. It is Partners in Recovery policy to comply with any reasonable government investigation as coordinated by either company's Corporate Compliance Officer and/or Legal Department.

Associated Partners in Recovery Direct Care Clinic Forms & Attachments

None

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