TITLE: **Culture Competency and Diversity Plan**	POLICY NUMBER: **L-1.2**	EFFECTIVE DATE: 1/2020
CARF REFERENCE: **Leadership 1.A.5.a**	PAGE NUMBER: **1 of 1**	**Leadership**

PURPOSE:

The purpose of this policy is to ensure equal employment opportunity for all applicants

and employees and to promote diversity at all occupational levels of the Carolina Center for Recovery workforce.

The overall objectives of this policy are twofold:

(1) Attempt to achieve an employee profile at all levels and categories which reflects

the racial and ethnic composition and regional representation of the service area;

(2) Hiring of culturally diverse staff that reflect those served by agency programs.

Attainment of these objectives call for a prohibition of unlawful discrimination in

employment because of race, color, national origin, ancestry, sex, religious creed, age,

mental or physical disability, veteran status, socioeconomic status, medical condition,

marital status, sexual orientation, sexual harassment, or pregnancy.

TITLE: **Code of Ethics Policy**	POLICY NUMBER: **L-1.3**	EFFECTIVE DATE: 1/2020
CARF REFERENCE: **Leadership 1.A.6.a.,b.**	PAGE NUMBER: **1 of 2**	**Leadership**

PURPOSE: To ensure all Carolina Center for Recovery's employees, volunteers, interns, and consultants comply with the established code of ethics, which sets forth specific legal, professional, and moral standards.

POLICY:

1. Carolina Center for Recovery shall always maintain the highest standards of ethical conduct and within all spheres of activity, including

professional responsibilities, business, marketing, human resources and clinical practices.

2. Ethical standards are based upon the premise that all activities shall be directed toward promoting dignity and individual rights of the persons served, and the staff and representatives thereof. All allegations of ethical violations will be investigated and action taken with no reprisal for person reporting infraction. Any allegations of violations will be reported to the proper department within 24 hours.
3. All staff persons are informed of ethical codes on an on-going basis. Carolina Center for Recovery will investigate and respond to any reported occurrence of ethical violations in a prompt and responsive manner.

PROCEDURES:

Education

Employees, volunteers and others with contractual relationships: Ethical standards shall serve as guiding principles for all interaction and shall be communicated in writing to each person served as well as to each employee. Upon hire, employees shall agree upon employment to abide by the ethical standards of employee conduct as described in the Employee Manual In addition, each employee's orientation will include discussion of ethical standards. Following this review, employees sign the acknowledgement form stating they have received, reviewed and understand content given and are subject to disciplinary action in the event these rules of conduct are violated. All volunteers will be required to sign a confidentiality agreement to protect the rights and privacy of clients.

Clients: All clients are provided with a copy of the client handbook which contains copies of rights and responsibilities and grievance procedures at time of admission. Additional copies are available at each site and upon request of any staff member.

TITLE: **Code of Ethics Policy**	POLICY NUMBER: **L-1.3**	EFFECTIVE DATE: **1/2020**
CARF REFERENCE: **Leadership 1.A.6.a.,b.**	PAGE NUMBER: **2 of 2**	**Leadership**

Employee Code of Ethics

- I will show a genuine interest in all persons served, and will dedicate myself to serving their best interests.
- I will not discriminate against or refuse services to anyone on the basis of race, color, sexual preference, age, sex, religion, disability or nationality.
- I will not engage in activities that pose a conflict of interest and will avoid situations where there is even the appearance of a conflict of interest.

- I will respect the privacy of persons served and hold in confidence all information obtained in the course of performing my job.
- I will maintain client, co-worker and agency confidentiality, both during and after employment.
- I will respect the rights and views of my colleagues and treat them with fairness, courtesy and good faith. This extends to colleagues in all jobs and all professions.
- I will not exploit the trust of the public or my co-workers.
- I will not engage in or condone any form of harassment.
- I will accurately represent my education, training, experience and competencies as they relate to my job.
- I will accurately and timely report on the services I provide and duties I perform.
- I will correct, when possible, misleading or inaccurate information and representations made by others concerning my qualifications or services on a timely basis.
- I will take action if I have knowledge of co-workers misrepresenting themselves or performing services beyond their training and/or level of experience.
- If I know that a colleague has violated ethical standards, I will bring this to my colleague's attention. If this fails, I will report the activity to my supervisor.
- If I have the responsibility for evaluating staff performances, I will do so in a timely, responsible, fair, considerate manner.
- I will continually assess my personal strengths, limitations, biases and effectiveness.
- I will strive to become and remain proficient in my assigned duties and the performance of professional functions.
- I will not engage in any Client relations of current or Past clients unless approved by Human Resource.
- I understand that violation of this Code of Ethics may be grounds for dismissal.

Licensed Professional Code of Ethics

I will abide by the Code of Ethics of my respective profession or discipline.

TITLE: **Code of Ethics Violation Policy**	POLICY NUMBER: **L-1.4**	EFFECTIVE DATE: **1/2020**
CARF REFERENCE: **Leadership 1.A.6.a.,b.**	PAGE NUMBER: **1 of 2**	**Leadership**

OSE: To ensure all staff remain apprised of agency ethics standards and to identify a system of recourse in the event of suspected ethical violations.

EDURE:

Any client, employee or stakeholder is encouraged to report any suspected ethical violation. There is a no-reprisal approach for anyone reporting a suspected violation. The grievance process should be utilized to report any suspicious actions. If this process is not readily available, an employee, client or stakeholder may contact the Chief Executive Officer who will implement the process.

If the individual feels s/he has been the victim of violations of ethical standards or a client/staff observes or learns of such violations (including physical or verbal threats or assaults or discrimination), he/she must report the incident immediately

(within 24 hours) to the Chief Executive Officer or designee in writing. The Chief Executive Officer will then contact the appropriate officials within one business day. If on weekend or holiday a copy of the incident report should be faxed with follow up occurring on the next business day.

For ethics violations, the Chief Executive Officer will interview the staff member against whom the complaint has been lodged, and other staff members as appropriate, to investigate and further define the problem and the following shall occur:

A. The Chief Executive Officer will document the findings of their investigation and convene a meeting of the combined clinical committee within three business days of the initial report.

B. Professional staff consultants, board members, or other relevant individuals will be included in the meeting of the committee as appropriate to determine the scope of the reported problem.

C. An action plan shall be developed and documented, along with the rationale for that plan in the committee meeting. Depending upon the nature of the incident, the committee may elect termination or implementation of progressive discipline. If termination is not the selected outcome, the action plan will include a periodic reevaluation of the staff member's behavior/performance, until such time that the individual's ethical competency has been determined.

D. If a staff member believes that the Chief Executive Officer is the person violating ethical standards, the staff member should report the violation to the DHHS hotline.

TITLE: **Code of Ethics Violation Policy**	POLICY NUMBER: **L-1.4**	EFFECTIVE DATE: **1/2020**
CARF REFERENCE: **Leadership 1.A.6.a.,b.**	PAGE NUMBER: **2 of 2**	**Leadership**

In every instance, the individual submitting the grievance shall receive at least a preliminary response (and normally a final response) within seven days from receipt of the grievance. This response shall be documented and filed with the grievance form.