



Facility/Department: All Programs and Personnel	Integrity Policy #: I-1.93
Subject: Code of Ethics	Administrative <input checked="" type="checkbox"/> Clinical <input checked="" type="checkbox"/> Human Resources <input checked="" type="checkbox"/>
Purpose: To inform all personnel of their obligation to abide by the Integrity, Inc. Code of Ethics	
Mission Statement Integrity House is committed to helping individuals and families through an effective and measurable system of comprehensive therapeutic community addictions treatment and recovery support in a way that brings about positive, long-term lifestyle change.	
<p style="text-align: center;">This Code of Ethics applies to all personnel involved with Integrity, Inc.</p>	
Definition: The term <i>personnel</i> include all Integrity, Inc. employees, consultants, interns, volunteers and members of the Board of Trustees.	
<u>Procedures</u>	
Information Dissemination	
<ul style="list-style-type: none"> • Upon hire, at the start of an internship, volunteer opportunity, or term as a member of the Board of Trustees, all new personnel will receive and sign a copy of the Integrity, Inc. Code of Ethics. • The Integrity, Inc. Code of Ethics shall be conspicuously posted in every building owned or occupied by Integrity, Inc. • The Integrity, Inc. Code of Ethics shall be reviewed at least once annually with all personnel. 	
<u>Violation of the Integrity, Inc. Code of Ethics</u>	
Personnel who believe that the Integrity Code of Ethics has been violated should report such beliefs to any of the following:	
<ul style="list-style-type: none"> • Their Supervisor • A Director • The Director of Human Resources • The Corporate Compliance Officer, and/or • The President/CEO 	
<u>Integrity, Inc. Code of Ethics</u>	
Professional Conduct	
<ul style="list-style-type: none"> • Personnel should not discriminate against a client or colleague on the basis of age, race, creed, culture, sex, gender identity, gender expression, sexual orientation, sexual preference, socioeconomic status, nationality, ethical and political beliefs, or previous criminal record. • Personnel should treat colleagues with respect, courtesy, fairness, and good faith. • Personnel should exhibit courtesy and respectful behavior in situations of conflict. • Personnel should commit to the highest quality of care through personal effort and use of other recommended professional health service appropriate to the client's individual needs. • Personnel should adhere to the policies and procedures of Integrity, Inc. in all instances including the use of the Integrity, Inc. grievance procedures to settle differences. • Personnel should not provide preferential treatment to any client. • Personnel should ensure that all practices of Integrity, Inc. are consistent with the policies and procedures of Integrity, Inc. and conform to all applicable local, state, and federal laws. 	



Personal Conduct

- Personnel should show a commitment to realistically assess his or her personal strengths, limitations, biases, vocational strengths, and effectiveness. In addition, personnel should remain open to feedback and constructive criticism from coworkers and clients.
- Personnel should show a commitment to take personal responsibility for continued growth through further education and training.
- Personnel should refrain from behavior that reflects badly upon himself or herself and Integrity, Inc., such as public intoxication, use of illicit drugs, abuse of licit drugs, and participation in illegal activities.
- Personnel are not permitted to engage in sexual relationships of any kind with a client.
- Personnel are not permitted to exploit a client for personal, financial, or political gain.
- Personnel should refrain from any type of relationship, business or personal, with any client who has been affiliated with Integrity, Inc.
- Personnel are not permitted to perform personal favors for a client.
- Personnel are not permitted to solicit or accept personal favors from a client or his or her family.
- Personnel are not permitted engage in a business relationship with a client or employ a client for personal work.

Marketing Practices

- Personnel should not engage in marketing practices for personal gain at the expense or exploitation of Integrity, Inc. or clients of Integrity, Inc.
- Personnel should not represent personal views as being representative of Integrity, Inc.
- Personnel should not misrepresent Integrity, Inc. for personal or professional gain or monetary compensation.
- Personnel should honestly respect the limits of present knowledge concerning alcohol and drug abuse, treatment, and related diseases.

Clinical Practices

- Personnel should maintain all client information in the strictest confidence consistent with all applicable local, state, and federal laws.
- Personnel should be familiar with and at all times respect the Integrity, Inc. Client's Bill of Rights.
- Personnel should respect all clients by maintaining a non-possessive and professional relationship with clients.
- Personnel should recognize that the client's best interest may be served by referring or releasing him or her to another agency or professional.
- Personnel should recognize a client's best interests are served through a multidisciplinary case management approach.
- Personnel should be receptive to treatment modalities differing from Integrity, Inc. and be willing to assess these modalities and to refer to these agencies when a direct benefit to the client or Integrity, Inc. would predictably result.

Conflicts of Interest

- Personnel are not permitted to use the Agency's work time, its personnel, equipment, supplies, or good will for their personal benefit.
- Personnel should not receive personal gifts or loans from third parties dealing or competing for business with the Agency.
- Personnel should refrain from using the position title with Integrity or knowledge gained through Integrity for personal benefit.
- Personnel are prohibited from seeking political gain at the expense of Integrity's or clients' interests.
- Personnel are not permitted to engage in clinical relationships for which they may or will receive a direct or indirect profit or benefit, material or otherwise, from the relationship.
- Personnel, when unsure of a potential conflict of interest, must consult with the Chief Executive Officer or the Corporate Compliance Officer.



Board of Trustees

As volunteer governance leaders of the agency, all Trustees must adhere to the Integrity, Inc. Code of Ethics. In addition to the aforementioned, the following also applies to all Trustees. Each Trustee shall:

- Commit to the mission and values of Integrity, Inc.
- Take an active role in the development and responsible use of the financial resources necessary to accomplish the work of Integrity, Inc.
- Avoid conflicts of interest between the Trustee's position as a board member and his or her professional life. Trustees shall sign a conflict of interest statement upon election to the Board and on term renewal.
- Assume accountability to Integrity's leadership, employees, clients and community for competent, conscientious, and effective accomplishment of the obligations of the Board.
- Prepare for meetings, attend meetings consistently, participate fully, and otherwise fulfill fiduciary obligations to Integrity, Inc.

Senior Management Approval:

[Signature] Date: 11/8/16

President & CEO Approval:

[Signature] Date: 11/8/16

Initial Policy Date: 12/5/2001

Revised: 10/17/2012, 11/11/2014, **4/1/2016**