

**The Providence Center  
Policy & Procedure Manual**

**Section: Rights, Responsibilities & Ethics**  
**Policy Name: Ethical Conduct**

**Policy Number: 8.02**  
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**Board Approved Policy: 10/4/2007**

**Reviewed/Revised: 7/30/2007**

**Chief Medical Officer's Signature (when applicable): \_\_\_\_\_**

**President/CEO Signature: \_\_\_\_\_**

**Effective Date: 8/19/1996**

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**A. Policy:**

The Providence Center recognizes that proper standards of professional ethical behavior must be conducted at all times by all employees. The Center explicitly forbids any staff member from developing an unprofessional and/or exploitative relationship with Center clients. Furthermore, any sexual contact with clients is strictly forbidden.

**B. Background: N/A**

**C. Definitions: None**

**D. Procedure:**

1. All staff are required to sign The Providence Center's Code of Ethics at the time of hire and annually thereafter at the time of performance evaluations.
2. It is the responsibility of every staff member to promptly report any known or suspected case of inappropriate staff conduct to their immediate administrative supervisor or to the Corporate Compliance Officer.
3. The Providence Center shall protect staff persons reporting inappropriate staff conduct, fraud, or abuse, from retribution.
4. Violation of this policy will result in appropriate disciplinary action.

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5. TPC leadership ensures that care, treatment and services are not negatively affected when the organization grants a staff member's request to be excused from participating in an aspect of care, treatment, or services.
6. TPC has a no retaliation policy to protect and ensure employees have reasonable means to comminute violations of this policy.

**E. Statutes, Regulations, and Standards:** CARF Standard 1.D.2

**F. Distribution, Staff Development, and Training Requirements:**

All staff having a Policy and Procedure Manual will receive a copy of this policy. All other staff will access the Policy and Procedure Manual on the TPC Intranet.

**G. Monitoring Requirements:**

Human Resources will be responsible for monitoring that all employees sign the Code of Ethics at the time of hire and annually thereafter.

**H. Forms and References:**

Code of Ethics and Conduct Guidelines

**I. Originated By:**

Chief Human Resource Officer  
Chief Medical Officer  
Corporate Compliance Officer