

The Providence Center

Employee Code of Ethics & Conduct

- Providence Center staff shall not discriminate against any client, staff or professional colleague on the basis of race, color, religion, national origin, age, social or economic status, sexual preference, marital status, gender, disability or degree of disability.
- Treatment shall be based upon the needs of the client.
- All contacts with staff or professional colleagues, whether within or outside of The Providence Center, shall be conducted with respect and with good faith efforts toward promoting quality services.
- Providence Center staff shall treat clients, their families or significant others with respect at all times. Staff shall ensure each client's right to privacy by holding in confidence all information relative to that client in accordance with applicable law. Staff will not discuss a client's confidential information or The Providence Center services with another client. Discussions relative to the treatment of client or confidential information about a client shall be held when such discussions cannot be overheard by third parties. Staff shall not discuss a client with another staff unless relevant and appropriate to treatment and delivery services. Papers and documents that could identify clients shall be protected from access by persons that are not directly involved in the organization's care of the client.
- Providence Center staff shall maintain high standards of performance in their specific disciplines and strive to promote quality mental health and substance abuse treatment services to the community. Staff in conjunction with The Providence Center shall be responsible for identifying, improving and implementing knowledge and skills through appropriate training.
- Staff shall treat everyone with consideration, respect, courtesy, fairness and good faith.
- Staff shall safeguard and promote the values, ethics and missions of The Providence Center and their separate disciplines.
- Staff shall comply with the provision of all The Providence Center policies including policies regarding use of alcohol and drug.
- Staff shall conduct themselves in a professional manner in any relationship with current and former clients of The Providence Center. No sexual contact with a client is permitted. The Center forbids any staff member from developing an unprofessional and/or exploitative relationship with Center clients. The Providence Center staff will not accept any substantial (valued greater than \$100) gifts from clients and/or families. It is the responsibility of every staff member to report promptly any known or suspected case of inappropriate staff conduct to their immediate administrative supervisor.
- Any involvement with former clients of The Center with whom a Center staff had provided direct care may be unethical. Staff should discuss the situation with a supervisor prior to the involvement.
- Staff shall not take any action whatsoever which may or might disturb any existing or potential Providence Center contractual relationship, which the staff knows or has reason to know that The Providence Center is providing or planning to provide services. This includes any form of solicitation from said contractors. This is effective while the staff is employed at The Center and for a period of six (6) months following the termination of employment.
- Clients are only billed for those services received, which are summarized in an itemized list.
- Marketing of services to clients and potential clients will only communicate services that The Providence Center provides and provide information regarding any restrictions or fees placed on the service.

