



Code of Ethics

This code of ethics is adopted to ensure the delivery of the highest quality of professional services to persons, organizations, and communities in South Carolina. It is based on a belief in the dignity and worth of the individual and conviction that the individuals have both personal rights and responsibilities to each other and to society.

LRADAC staff are committed to promoting healthy behavior in individuals, groups and systems. In pursuing this end, they must make every effort to protect the welfare of those who seek their services or become the subjects of research. They must use their professional skills only for purposes consistent with these values and not knowingly permit their misuse by others.

These ethical principles provide a model of exemplary professional conduct. They also express the professional's recognition of his or her responsibilities to the public, to service recipients and to colleagues, and provide a guide for day-to-day conduct. These principles call for commitment to honorable behavior, even at the sacrifice of personal advantage. They should not be regarded as limitations or restrictions, but as uniform standards and accepted practices based on core values that have emerged with the development of the field.

In addition to the code of ethics listed below, staff who hold credentials from their professional groups and licensing boards are also bound by their standards.

Principles:

Non-discrimination

LRADAC believes that the fair and equitable treatment of employees, consumers, and other persons is critical to fulfilling its vision, mission and goals.

- Staff will not discriminate against service recipients or colleagues based on race, religion, national origin, sex, age, gender, sexual orientation, gender identity, economic condition, or physical, medical or mental disability.
- Staff should broaden their understanding and acceptance of cultural and individual differences and render services in a manner that is sensitive to those differences. Staff shall remain aware that many individuals have disabilities seen and unseen.

Competence

Staff will observe the profession's technical standards, strive constantly to improve personal competence and discharge professional responsibilities to the best of his or her ability. Competence is derived from a synthesis of education and experience and requires the mastery of a body of knowledge and technical skills. The maintenance of competence requires a commitment of learning and professional improvement that must continue throughout the professional's life.

- Staff must ensure that they are privileged to render the services they provide, that documents accurately reflect the services rendered, and that documentation is completed in a timely fashion.
- Staff will recognize boundaries and limitations of professional competence and not offer services or use techniques outside of their professional competencies.
- Staff, as educators, must be dedicated to maintaining high standards of scholarship and presenting information that is accurate.
- When staff has knowledge of unethical conduct or practices on the part of an agency or professional, he or she has an ethical responsibility to report the conduct or practices.
- Staff should recognize impairment of his or her professional performance and seek appropriate treatment when impaired.

Integrity

To maintain and broaden public confidence, staff must meet their responsibilities with the highest sense of integrity. Personal gain and advantage should never take precedence over service and the maintenance of public trust. Integrity can accommodate inadvertent errors and the honest differences of opinion. It cannot accommodate deceit or subordination of principle.

- Staff shall behave in accordance with legal, ethical and moral standards for his or her work. For unresolved ethical issues, seek supervision and/or consultation.
- Staff, when providing clinical services, are cognizant of their potentially influential position with respect to consumers and avoid exploiting the trust and dependency of such persons. Staff will avoid dual relationships with consumers that could impair their professional judgment or increase the risk of exploitation. Examples of such dual relationships include, but are not limited to, business or close personal relationships. Sexual relationships with former or current consumers are prohibited.
- Board of Directors, officers, committee members, and staff owe a duty of undivided and unqualified loyalty to LRADAC. Persons holding such positions may not use their positions to profit personally or to assist others in profiting in any way at the expense of LRADAC.
- Where there is evidence of impairment in a colleague or service recipient, staff should encourage that person to seek appropriate treatment or support. If a colleague's impairment affects service quality, staff should take the actions necessary to correct the situation.

Nature of Services

Services, whether provided in administration, prevention, intervention and/or treatment, shall do no harm to service recipients. Services provided must be respectful and non-exploitive. The welfare and dignity of the consumer are to be protected and valued above all else.

- Staff must respect the right of consumers to make decisions and help them understand the consequences of these decisions.
- Staff will terminate a professional relationship when it is reasonably clear that the client is not benefiting from services. In the event consumers are in need of continued treatment staff must make reasonable arrangements for the continuation of such treatment.
- Peer Support staff boundaries with persons served differ from those of other personnel in areas such as sharing meals, attending social events, sharing lived experience, social media connections, and communication (electronic and other).
- All services or assessment instruments are current, best practice and validated through research.
- Where there is suspicion of abuse of children or vulnerable adults, staff must seek consultation from a supervisor, report or anonymously report the evidence to the appropriate agency.

Confidentiality

Confidential information acquired during service delivery must be safeguarded from disclosure. This precludes verbal disclosure, unsecured maintenance of records, recording an activity or presentation without appropriate releases, and similar acts or omissions. Staff are responsible for knowing the confidentiality regulations relevant to their programs.

- Every LRADAC employee has an obligation to actively protect and safeguard confidential, sensitive and proprietary information in a manner designed to prevent the unauthorized disclosure of information.
- Staff members must obtain informed consent from consumers before taking, recording, or permitting third party observation of their activities.
- Where there is suspicion of abuse of children or vulnerable adults, staff will seek consultation from a supervisor, report or anonymously report the evidence to the appropriate agency in accordance with the law.

Ethical Obligations to Community & Society

Staff should adopt a personal and professional stance that promotes sound behavioral practices.

- Staff must comply with all applicable state and federal laws and regulations at all times.

- Staff are dedicated to advancing the health and welfare of individuals, families, and communities, including respecting the rights of those persons, individually or collectively seeking their assistance, and making reasonable efforts to ensure that their services are used appropriately.
- Staff shall not engage in activities of a non-therapeutic nature outside of the business location with active consumers receiving clinical services; and/or conduct any activities found to be harmful to consumers.
- Social Media Use & Conduct (G-22, #8) “Staff is strongly discouraged from having social media connections with known current or former clients, and must be aware at all times of LRADAC staff standards of professional conduct and applicable certification/licensing ethical guidelines (e.g. “dual relationships”). Where relationships with clients already exist be sure that appropriate supervisors are notified.”

Business Practices

Staff will refrain from engaging in activity that may jeopardize the tax-exempt status of LRADAC or any subsidiary that might be entitled to such status, including a variety of lobbying and political activities. LRADAC requires candor and honesty from individuals in the performance of their responsibilities and in communication.

- Staff will not make false or misleading statements to any client, person or entity doing business with LRADAC about other consumers, persons or entities doing business or competing with LRADAC, or about the products or services of LRADAC or its competitors.
- At no time should a staff member or representatives of the agency misrepresent the agency's mission, purpose or service delivery capabilities when marketing the agency's services.
- Staff will refrain from conduct which may violate State or Federal Statutes and Rules and Regulations regulating the conduct of the administration of health care goods, services and facilities, by both criminal and civil penalties. This includes, but is not limited to, the Anti-Kickback Statute, the Stark I and Stark II statutes and regulations (hereinafter “Stark”), the False Claims Act, all of which are commonly called “Fraud and Abuse Laws.”
- Staff will manage and operate in a manner that respects our environment and conserves natural resources.
- Proprietary information, ideas, and intellectual property assets of LRADAC are important to the Organization's success and will not be shared without proper approval.
- Business transactions with vendors, contractors and other third parties shall be transacted free from offers or solicitation of gifts and favors or other improper inducements in exchange for influence or assistance in a transaction.
- All staff will strive to preserve and protect the organization's assets by making prudent and effective use of LRADAC resources and property and accurately reporting its financial condition.

LRADAC expects each person to whom this Code of Ethics applies to abide by the Principles and Standards set forth herein and to conduct the business and affairs of LRADAC in a manner consistent with the general statement of principles set forth herein. Failure to abide by this Code of Ethics or the guidelines for behavior that the Code of Ethics represents may lead to disciplinary action up to and including termination of employment.

For ethical issues, seek supervision and/or consultation. When reporting an ethical violation, please refer to LRADAC Policy G-6 Ethical Standards for guidance.

Corporate Compliance
STATEMENT OF REVIEW AND UNDERSTANDING

I, _____, hereby certify that:

- I have read and understand LRADAC **Code of Ethics** and the **Corporate Compliance Policy & Procedures** and agree to abide by each during the entire term of my employment.
- I understand that I have a duty to report an alleged or suspected violation of the **Code of Ethics** or the **Corporate Compliance Policy & Procedures** to my supervisor and/or the Corporate Compliance Officer.
- I certify that I have no current violations, unless noted below.
- I certify that I have no knowledge of any suspected violation of the **Code of Ethics** or the **Corporate Compliance Policy & Procedures**.
- I also certify that I have not been convicted of, or charged with, a criminal offense related to health care nor have I been listed by a federal agency as debarred, excluded, or otherwise ineligible for participation in federally funded health care programs.
- Further, I certify that I am not aware of any additional circumstances, other than those disclosed above, that could represent a potential violation of the **Corporate Compliance Policy & Procedures** or the Code of Ethics.
- I will promptly report any potential violation of which I become aware to my supervisor and/or the Corporate Compliance Officer.
- I understand that my performance will be evaluated in part based upon my adherence to the **Corporate Compliance Policy and Procedures** and the **Code of Ethics**.
- I understand that any violation of the **Corporate Compliance Policy & Procedures** and the **Code of Ethics** is grounds for disciplinary action, up to and including termination.

Please check the appropriate box:

_____ I certify that this is my **FIRST REVIEW** of the **Code of Ethics, Corporate Compliance Policy & Procedures** and **Pledge of Professional Standards** following either initial adoption of these documents or my initial employment.

_____ I certify that this is my **ANNUAL REVIEW** of the **Code of Ethics, Corporate Compliance Policy & Procedures** and **Pledge of Professional Standards**.

Signature Date

Print/Type Name/Position

CURRENT VIOLATIONS OF WHICH I AM AWARE-

Upon hire, a copy of this is included in the Personnel file and for those that are privileged, a copy is included in their Privileging file. Annual reviews are completed in the Relias Online Learning System.