



**The organizational ethical codes of conduct statement shall be posted and communicated to all members of the workforce, persons served, and other stakeholders.**

- **Comportment:** All employees are expected to conduct themselves in a professional manner appropriate for performing their position responsibilities at any given time.
- **Attire:** All employees are expected to present themselves in a professional manner appropriate for performing their position responsibilities at any given time.
- **Client and participant welfare:** All employees are expected to respect the integrity and protect the welfare of the person or group with whom the employee is working.
- **Transition / Discharge of Persons Served:** Be willing to recognize when it is in the best interest of the client, to discharge them from that Kingdom Behavioral Health Services or to refer them to another program or individual.
- **Demonstrate a genuine interest in all clients:** and dedicate themselves to the best interest of the client and their needs.
- **Confidentiality:** All employees are expected to maintain confidentiality of client identifying information, and to abide by all applicable federal, state, or local laws and regulations which address issues of privacy or confidentiality of records. Paramount among these laws is the Federal Confidentiality Regulations, 42 CFR Part 2, *Confidentiality of Alcohol and Drug Abuse Patient Records*, and the HIPAA Privacy Regulations, and 45 CFR Parts 160 and 164.
- **Nondiscrimination:** All employees are expected to refrain from discrimination based on race, ethnicity, age, color, religion, creed, gender, national origin, sexual orientation, gender identity, veteran status, financial condition, handicap, developmental disability, and HIV infection, AIDS - related complex or AIDS. This includes discrimination against other agency employees, any current, former, or potential clients or service recipients, and others in the community with whom an employee may interact.
- **Professional Standards:** All licensed, certified, or other credentialed staff are bound by the Code of Ethics of their discipline. The ethical standards from the State Licensing Boards will apply *in addition* to this Ethical Code of Conduct.
- **Professional relationships:** All employees are expected to maintain a professional relationship with clients and others participating in agency services. Sexual advances or sexual activity with clients or service recipients is not permitted. Remain alert and sensitive to situations, which could result in actions by any employee, regardless of position, which are illegal, unethical, or in violation of the standards of the agency and relevant professional Code of Ethics.
- **Scope of practice:** Professional service providers are expected to function within the scope of their licensure or certification, and in accordance with any specific areas of competence or other such declarations defined through their licensing or certifying authority. Have a commitment to assess their own personal strengths, limitations, biases, and effectiveness on a continuing basis; shall continuously strive for self-improvement; have a personal responsibility for professional growth through further education and training.
- **Professional Services:** The basis for reimbursement for services rendered is the records that are prepared. Employees are to take measure to ensure that records: Present a true and accurate



representation of what services are offered. Are appropriately dated, accurately reflect content of service, and provide the actual time spent in rendering the service. Indicate the name(s) of the provider and/or supervisor responsible for the provision/supervision of services, are completed, data entered, accurately billed, and filed in a timely manner.

- **Human Resources:** Kingdom Behavioral Health Services management will ensure that all policies and procedures related to human resources are implemented fairly and consistently. Kingdom Behavioral Health Services management will ensure that the agency non-discrimination policy is followed in all aspects of employment practices.
- **Employees are to ensure that they:** Provide timely and accurate reports of time that is expended in agency-related activities. Claim only those expenses, which are authorized and/or are reasonably related to their job descriptions. Do not shift time or costs to inappropriate contracts or programs. All employees are expected to participate cooperatively with supervision, peer review and quality assurance/improvement requests and activities.
- **Witnessing of Documents:** Personnel shall not act as a witness to documents such as Power of Attorney, guardianship, advance directives, and/or agency contracts without the expressed written approval of the Chief Executive Officer. Personnel are authorized to countersign documents such as intake forms authorizations, (i.e., release of information form), treatment plans, etc. as directly related to their job duties.
- **Use of social media:** The organization's use of social media shall not be used to denigrate clients, potential competitors or stakeholders and will not be used to promote false impressions of the organization. All employees will abide by the that Kingdom Behavioral Health Services social media Policy.
- **Business Practices:** Kingdom Behavioral Health Services will utilize the Corporate Compliance Officer to ensure that it conducts business in an ethical manner and ensure that any business practices that are questionable are thoroughly investigated. All financial, purchasing, personnel, facility development and information technology practices shall comply with local, state, and federal law and guidelines.
- **Marketing Practices:** Kingdom Behavioral Health Services will conduct marketing practices in an honest and factual manner. Marketing materials and practices will in no way mislead the public or misrepresent Kingdom Behavioral Health Services abilities to provide services. Kingdom Behavioral Health Services will not claim any service outcomes unless represented by valid and reliable outcome data and/or research studies. Kingdom Behavioral Health Services will not utilize monetary rewards or gifts to any potential client to entice them to enter programs. Kingdom Behavioral Health Services employees will be honest and truthful in all marketing and advertising practices pertaining to the business practices of the organizations service delivery system.
- **Contractual Relationships:** All aspects of this Code of Ethics will apply to all contractual employees of Kingdom Behavioral Health Services. Kingdom Behavioral Health Services will engage in fair business practices in establishing all contractual relationships. Kingdom Behavioral Health Services and any contractor will abide by the terms of the contract, with mutual accountability for the terms agreed to.
- **Potential Conflicts of Interest:** No client will be hired or placed in an employee/employer relationship with Kingdom Behavioral Health Services while an active participant in services. Any



programming that involves a work task, and remuneration for the task, will be therapeutic in nature and will be documented as such by programming guidelines based on theoretical constructs. Kingdom Behavioral Health Services' employees will not engage in outside professional behavioral health services that are incompatible or in conflict with job duties within the organization.

- **Coding, Billing, and Accounting:** Kingdom Behavioral Health Services' employees involved in coding, billing, documentation, and accounting for client care services for the purpose of governmental, private, or individual payers will comply with all applicable state and federal regulations and organizational policies and procedures. Kingdom Behavioral Health Services will only bill for services rendered and shall seek the amount to which it is entitled. Supporting clinical documentation will be prepared for all services rendered. If the appropriate and required documentation has not been provided, then the service has not been rendered.
- **Exchanges of Gifts, Money, and Gratuities:** No Personnel or other persons associated with Kingdom Behavioral Health Services will accept gifts of money or material values, favors, remuneration, or other consideration from any client, individual, or organization that does business with Kingdom Behavioral Health Services.
- **Solicitation, Distribution and Fund Raising:** To avoid unnecessary avoidances and work interruptions, solicitation, and personal fundraising by a staff member of another staff member or client is prohibited while either person is on working time. Staff member distribution of literature, including handbills, in work areas during the work hours of any staff member involved is prohibited. Trespassing, soliciting or distribution of literature by non-staff member on these premises is always prohibited. Kingdom Behavioral Health Services does not participate in organizational fundraising to benefit of the organization.
- **Personal Property:** All personnel shall respect and safeguard the personal property of clients, visitors, and other personnel as well as the property of Kingdom Behavioral Health Services. Employees will not use or allow the use of Kingdom Behavioral Health Services' property or equipment other than activities approved by the organization. Theft and destruction of property may be addressed through treatment planning (clients), disciplinary action (personnel), and/or by contacting law enforcement, as appropriate. Kingdom Behavioral Health Services is not responsible for personal property that is not safeguarded or is left unattended.
- **Other policies and procedures:** All employees are expected to act in accordance with agency policies and procedures, and other personnel directives established by management. Inciting others through false statements, rumors, or malicious gossip; willful falsification of records; unauthorized absenteeism; tardiness; theft or embezzlement; or other waste or abuse of materials, property, equipment or working time are not permitted.
- **Discipline and Mandatory Sanctions:** The standards of the agency's Code of Ethics, as well as those of professional disciplines, are important of Kingdom Behavioral Health Services, and must be taken seriously by all employees. Accordingly, violations of these standards and/or of those of related disciplines will not be tolerated and, in accordance with agency procedures outlined in the Employee Manual and program policies and procedures, may result in disciplinary action up to and including termination.