

The statements below define ethical standards for employee's conduct (Alcohol and/or Other Drug Program Certification Standards, Section 19010 Code of Conduct):

- A. Each program staff member is expected to show regard for the social codes, moral expectations, and legal standards of the community in which he/she works.
- B. The following are prohibited:
 - a. Illicit substances and/or alcohol abuse.
 - b. Being under the influence on the premises.
 - c. Personal relationships with program clients.
 - d. Sexual contact with clients.
 - e. Sexual harassment.
 - f. Unlawful discrimination.
 - g. Conflict of interest.
 - h. Release of confidential information without required authorization from the client.
- C. Each staff member shall be responsible for assuring the continuity of his/her client's care by continuing contact and following up on referrals made to other agencies or individuals.
- D. All staff shall manifest respect for the rights and privacy of coworkers, which consist of the following:
 - a. A client who has a continuing professional relationship with a colleague shall not be offered or given treatment without the knowledge and consent of the colleague, except in emergency situations.
 - b. Criticism of a colleague's services or procedures should never be discussed with a program participant. Such concerns shall be directed to the colleague and/or clinic supervisor.
 - c. The Behavioral Health and Substance Abuse Programs Code of Professional Conduct shall be posted in the public reception area.
 - d. Each staff member shall sign a copy of the Behavioral Health and Substance Abuse Programs Code of Professional Conduct for Agreement form and a signed copy shall be placed in the personnel file of the individual.
 - e. Review the regulation for the Behavioral Health and Substance Abuse Programs Code of Professional Conduct on an annual basis and make updates as required (Section 19010 Code of Conduct, Department of Alcohol & Drug Programs).