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| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 48888** |  |
| SUBJECT: Code of Ethics | Section: 7135 |
| Effective Date: December 21, 1982 | Revised Date: April 20, 2019 |

The following Code of Ethics will be observed by Montcalm Care Network Board and staff members:

1. The interest of the person served is always respected. Activities on behalf of the person served, whether families or organizations, shall always be determined by their best interests. Their rights, including appropriate care, confidentiality, informed consent, self-determination, and access to records, are guaranteed.
2. Activities on behalf of the business practices of the Agency shall be conducted in keeping with all legal, ethical and moral standards, Agency policies and procedures, as well as State and Federal Laws, Regulations, and Accreditation Standards. Accurate and complete records, books, accounts, data, and information owned, used and managed by the Agency will be maintained so as to accurately reflect Agency standing and activities. Documents, including contracts, shall be properly signed and witnessed where required. The Board and staff shall cooperate fully and appropriately with internal and external audits, investigations and reviews. Fair hiring, contract procurement, and staff management practices shall be in accordance with Agency policies and procedures, and with State and Federal Labor and Procurement Laws. All marketing materials and activities shall represent the Agency fairly and contain only truthful, fully informative and non-deceptive information.
3. Activities shall reflect the best interest of the general public. Authority of, and accountability to, the community are recognized by governing programs. Prevailing legal and moral standards shall be upheld. Questionable practices and programs are not condoned. The public's right to have information about programs, finances, policies and procedures is acknowledged.
4. All staff shall avoid conflicts of interest and misrepresentation of their services, credentials or skills. High professional standards will be maintained and promoted. Conduct will be based on accepted principles, professional standards of practice, and within professional boundaries. They recognize accountability to the organization, and persons served with whom they are involved, and accept responsibility to maintain high standards of professional competence, and to provide the highest quality of care possible.
5. Regard for the integrity of organizations and other agencies shall be maintained. Respect shall be maintained for the rights, policies and procedures of other professional organizations, governmental agencies, contractual providers and payers.
6. The Board and staff shall conduct themselves in such a way as to avoid all situations where prejudice, bias, or opportunity for personal gain, could influence their employment and/or professional decisions. Gifts, services, gratuities, money, or anything else of value that is offered as a consequence of Agency employment, shall not be accepted if it is not part of Board-approved employment compensation, or benefits. Personal fund raising by staff is generally allowed as long as it is not coercive and does not conflict with the guiding principles of the Agency. Fund raising as an organizational effort may occur for the purpose of raising funds for local community charitable organizations as approved by the Executive Director. Such fund raising could be personal donations of time or money by staff and is strictly voluntary and not coercive. No organizational fund raising occurs for the purpose of raising funds for Montcalm Care Network itself.
7. The Board and staff shall conduct themselves in such a way as to show respect for and promote the safeguarding of the material resources of the Agency such as equipment, supplies, finances, furnishings and buildings, and including the personal properties of persons served, visitors and staff. The Agency prohibits the waste, fraud, abuse or other wrongdoing related to the integrity and efficiency of the use of any Agency resources and Board and staff shall adhere to Agency, State and Federal Regulations for monitoring and reporting such.

All persons employed by Montcalm Care Network commit themselves to conduct their professional relationships in accordance with this Code and agree that they:

1. Shall not discriminate against or refuse professional services to anyone on the basis of ability to pay, arrest record, race, color, religion or creed, national origin, sex, sexual orientation, gender identity or expression, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations.
2. Shall regard, as their primary objective, the welfare of the individual or group served.
3. Will not use professional relationships with persons served to further their own interests.
4. Will not abandon or neglect persons in treatment without making reasonable arrangements for the continuation of such treatment.
5. Shall evidence a genuine interest in all persons served and do hereby dedicate themselves to the best interest of the individual and to helping them help themselves.
6. Shall restrict their relationships with persons served to those described by their job description and within their professional responsibilities.
7. Shall provide treatment and service within the bounds of their professions’ Code of Ethics. This includes both, professional staff and certified peer supports.
8. Shall continue therapeutic relationships only so long as it is reasonably clear that the persons served are benefiting from the relationship.

Violations of the Code of Ethics above will result in disciplinary action as appropriate. Discipline ranges from verbal reprimand to immediate discharge, depending upon the seriousness of the violation, with consideration being given to whether it is a first violation or a recurrence. A combination of violations of the Code of Ethics will be dealt with according to the circumstances of each case. If circumstances arise which are not specifically covered by these rules and regulations, the Agency may take any disciplinary action that it deems appropriate.

Additionally, as part of each employee’s duty under the Compliance Program, each is obligated to internally report any suspected or known violations of the program, including suspected or known violations of the Code of Ethics, and particularly as it relates to waste, fraud and abuse (MCN’s Internal Compliance Reporting policy #11110). MCN will treat all reports confidentially to the extent reasonably possible. It is the policy of MCN to take all reports of wrongdoing seriously. It is also the policy of MCN that no one who makes a report will be subject to reprisal, discipline or discrimination based on having made the report (Whistle Blower's Protection). MCN has developed a Non-Retaliation and Discipline policy (#11200) to address compliance related discipline. As set forth in this policy, however, MCN remains an at will employer who can discharge any employee with or without notice and with or without cause. MCN compliance investigations are followed by prompt response to detected offenses. The MCN Compliance Program shall complete any such investigation within five (5) business days whenever possible, including a report of findings and recommendations.

All staff receive training on the Code of Ethics and Compliance at hire, and on Compliance annually thereafter, shall understand that violation of this Code of Ethics may be grounds for disciplinary action, up to and including, immediate dismissal. Other Stakeholders are provided information regarding the Agency’s Code of Ethics as appropriate, and/or upon request.

Reference: National Council of Community Mental Health Centers

Commission on Accreditation of Rehabilitation Facilities (CARF) Standards Manual