



Standards of Conduct for All Affected Individuals

(Employees, Chief Executive, senior administratrix, managers, governing body, contractors, agents, subcontractors, independent contractors)

- We observe all laws and regulatory requirements and promptly report any violations to management.
- We provide equal care and treatment to all Individuals in a safe and therapeutic environment
- We respect cultural values and religious beliefs of clients, family members, employees, visitors, and all other people with whom we come in contact in the course of doing our jobs.
- We do not engage in discrimination or harassment of any kind, and provide equal employment opportunities.
- We maintain all records required by law and regulation and take active steps to insure the confidentiality and safety of all records and all client and employee information.
- We obtain written permission from our clients to provide services.
- We ensure that all communications, records, and advertising are truthful.
- We create, maintain, and enhance a professional atmosphere, free of violence and non-prescribed controlled substances, in which all clients and employees are valued as individual human beings, and are treated, with respect and dignity.
- We avoid conflicts of interest in all our therapeutic, referral, and business activities.
- We provide ongoing supervision, consultation, training, and evaluation of our employees and services.
- We seek out competent employees, vendors, and business partners who have not been sanctioned by any regulatory agency.
- We employ managers who are sensitive and open to employee concerns, and we handle client and employee grievances without threat of retaliation for good faith reporting.
- We bill only for appropriately documented services we have provided.
- We follow established financial and accounting principles and practices.
- We adhere to the Corporate Compliance Policy and Procedure and report any suspected and/or known Corporate Compliance issues to the Corporate Compliance Officer (CCO).