

CORPORATE ETHICS

I AFFIRM THAT I SHALL:

- Comply with the agency's Corporate Compliance Plan and to other requirements of Medicare, Medicaid and federally funded programs/services.
- Accurately record service provided and report any potential or suspected fraud, waste or abuse.
- Ensure that marketing materials (e.g. publications, descriptions of services) reflect only the services available and accurate information about level of certification and accreditation. Services, programs and outcomes will be accurately described in an understandable manner.
- Abide by all federal and state statutes, regulations and/or administrative rules applicable to any licenses and/or positions they hold, including, but not limited to, the Michigan Compiled Law and Administrative Rules pertaining to licensed professionals.
- Not engage in practices that are contrary to fiscal, business, healthcare or other professional practices.

PROFESSIONAL COMPETENCY

I AFFIRM THAT I SHALL:

- Accurately represent my education, training, experience, and competencies as they relate to my profession.
- Have an ongoing commitment to assess my own personal strengths, my limitations, my biases and my effectiveness.
- Strive to become and remain proficient in the practice and performance of my job duties.
- Abide by the ethical code of professional license(s) by which I am credentialed.
- Witness (e.g., sign and date) documents according to standards and legal requirements.
- Not attempt to diagnose, treat or advise on problems outside the recognized bounds of my competence.
- Seek appropriate professional assistance for my own personal problems or conflicts that will impair my work performance and my judgment

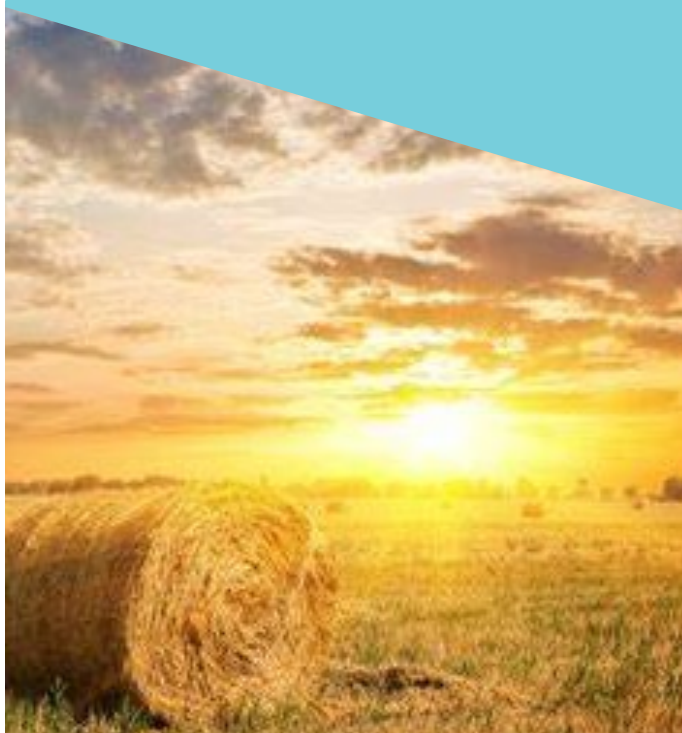
DISSEMINATION

Any employee, officer, or agent of OnPoint shall be informed of this Code of Conduct when this Code is adopted, and/or when they are initially retained OnPoint and on an annual basis thereafter. Employee; Personnel File (acknowledgment of receipt)

I acknowledge in writing the receipt of this Code of Conduct/Ethics and that I understand the expectations of the agency. I further understand that any employee, officer, or agent of OnPoint determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

Signature

Date



Employee Code of Conduct/Ethics Booklet





Employee Code of Conduct/Ethics

RESPONSIBILITY TO PERSONS SERVED

I AFFIRM THAT I SHALL:

- Strive to always maintain a customer friendly atmosphere.
- Not discriminate against or refuse professional services to anyone on the basis of race, color, age, sex, marital status, physical or mental illness/disability, sexual orientation, religion, or national affiliation.
- Not use my professional relationship with current or former persons served to further my own interests including any personal funding raising, exchange of gifts, money, or gratuity.
- Continue therapeutic relationships only so long as it is reasonably clear that persons served are benefiting from the relationship.
- Maintain professional boundaries, avoid any conflict of interests and work in the best interest of my current or former persons served and help them help themselves.
- Not engage in any personal relationship with current or former persons served.
- Commit to the “No Wrong Door” policy in assisting anyone in obtaining any services they may need.
- Cooperate with the Office of Recipient Rights to protect the rights of persons served.

CONFIDENTIALITY

I AFFIRM THAT I SHALL:

- Respect the privacy of persons served and hold in confidence all information obtained in the course of professional service as set forth in the Michigan Mental Health Code and the HIPAA Privacy and Security regulations.
- Work in a professional manner and uphold confidentiality towards colleagues, job applicants and any sensitive issues arising within the agency. I acknowledge that information may be released only under the Freedom of Information Act.
- Maintain confidentiality and I shall hold confidential On-Point information upon my termination.

RESPONSIBILITY TO COLLEAGUES

I AFFIRM THAT I SHALL:

- Respect the rights and views of all of my fellow professionals and treat them with fairness, courtesy, and good faith.
- Be aware of my potential influence on students and co-workers and will not exploit their trust or their position.
- Not engage in or condone any form of harassment or discrimination.
- Respect the confidences of my co-workers.
- Act with consideration for the interest, character, and reputation of the other professional, including when I replace a colleague or am replaced.
- Be responsible, fair, considerate, and equitable if I have the responsibility for employing and evaluating the performance of other staff members.
- Report to my supervisor, the Corporate Compliance Officer, Recipient Rights Officer or the Human Resources Coordinator any suspected activity of a colleague that has violated the code of conduct/ethical standards.

RESPONSIBILITY TO AGENCY

I AFFIRM THAT I SHALL:

- Respect and use the property and resources of the agency only for the purposes for which they were intended.
- Fulfill any and all commitments made by me to the agency.
- Adhere to agency policies, procedures and management decisions and will take the initiative toward improvement of such policies, procedures, and decisions when it will better serve the best interest of persons served.
- Support the integrity and reputation of the agency and its employees.
- Not use social media to cause harm or potential harm to this agency, its partners or this community.
- Respect the workplace as being drug free and will come to work free from the influence of drugs, alcohol, or any other substance.
- Regard the witnessing of signature to be accurate and accountable and will not have any financial or other interest in documents I witness for a person served.
- Be totally committed to providing the highest quality of service with the highest standards of integrity.

CONFLICTS OF INTEREST

I AFFIRM THAT I SHALL:

- Not participate in selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, officer, or agent, (ii) any member of their immediate family, (iii) their partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the first selected for award.
- Not be involved in any apparent or potential violations of this provision.

GIFTS

I AFFIRM THAT I SHALL:

- Neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.
- Be careful to ensure that I am not involved in any apparent or potential violations of this provision.

ADMINISTRATION

I AFFIRM THAT I SHALL:

- Report violations of this Code of Conduct to his/her supervisor, or the Corporate Compliance Officer.
- Not retaliate against any party who makes a good faith complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.
- Take responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher-level supervisor or the Corporate Compliance Officer, if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.