

CODE OF CONDUCT

TRS is committed to maintaining good working relationships among all personnel. In dealing with co-workers, clients, and individuals from outside the organization, employees are expected to conduct themselves in a manner that reflects our philosophy as well as respect for the rights and well being of others. All employees shall act in compliance with all organizational policies and procedures.

Although we recognize that there are many other forms of unacceptable staff conduct and behavior that can result in disciplinary action or termination, the following list gives a few examples of what TRS considers unacceptable conduct and behavior. We expect that you will consistently exercise good judgment and practice acceptable workplace behaviors.

1. Refrain from nonprofessional interaction with clients or family members refrain from planned contact outside of the office premises except for meeting at self-help groups. Any staff person engaged in illegal, unethical or unprofessional conduct shall immediately be reported to DSHS and the CEO of TRS.
2. Cease and avoid engaging in any outside professional activity and/or financial interactions with a client which involves a conflict of interest with TRS for at least 2 years following the last date of service in the lowest level of care. Agree to provide drug and alcohol treatment and related services (co-dependency treatment, family counseling, drug education services) to clients and families who contact TRS for services or refer to more appropriate treatment agency. Under no circumstances should potential clients be scheduled in an employee's private practice.
3. Refrain from sexual contact with clients or engaging in conversation of flirtatious nature or involving sexual innuendo.
4. No wasting time, loitering, or sleeping during working hours.
5. Insubordination.
6. No gambling on company property.
7. No smoking in unauthorized areas and/or with clients.
8. Soliciting or accepting tips, gifts or donations.
9. Theft, fraud, misappropriation of funds, neglect or deliberate destruction of property owned by the company, another employee, physician, volunteer, client or visitor.
10. Solicitation, distribution or sale of any type on company property/during work time.
11. Falsification or unauthorized alteration of any company record, such as time sheets, other documents or reports.
12. Possession of firearms or weapons of any type while on company property.
13. The making or publishing of false or malicious statements concerning any employee, supervisor, or the organization.
14. Fighting or committing any act of violence, or threatening an act of violence.
15. Violating any TRS policy, practice, or procedures.
16. Improper use of TRS property, including but not limited to its computer systems.
17. Have no current use of illicit drugs; no abuse of either illicit or prescription drugs or alcohol.
18. Refrain from all types of harassment with other staff or clients.
19. In order to provide fair access to treatment services provided by TRS, staff do not unlawfully discriminate people based on race, gender, sexual orientation, socioeconomic status, language, ethnic group identification, culture, natural origin, religion or spiritual beliefs, age, mental or physical disability in receiving program services. A client who believes he/she has been unlawfully discriminated against in receiving program services is directed to file his/her grievance with either the Compliance Officer or DSHS.
22. Each employee will be made aware of the Federal and State regulations regarding the confidentiality of drug abuse client records and agree to follow the policies stated therein.
23. Do not sponsor clients.
24. Do not engage in any social activities or fraternize, such as having meals, smoking after meetings, or speaking on the telephone except about matters related to treatment.
25. Do not transport a client in the employee's personal vehicle.
26. TRS Behavioral Care, Inc employees oftentimes find friends, family members, former co-workers, etc. enrolled in a TRS treatment program. We cannot expect employees to discontinue a pre-existing relationship just because the person sought TRS for help. However, we do strongly uphold the client's right to confidentiality and to be free from exploitation. The relationship may change since the employee should have no involvement in the treatment process nor have access to client records. It is also requested not to enhance a pre-existing relationship beyond the level it was prior to the client entering treatment.
27. TRS Behavioral Care, Inc. and all staff members will avoid appearances of dual role relationships and enmeshment. TRS and all staff members will maintain clear, professional boundaries with potential clients, current clients, and former clients.

Client Signature

Date

Legal Guardian Signature

Date