

Blue Water Developmental Housing

Code of Ethics

Mission

Blue Water Developmental Housing, Inc. (BWDH) is dedicated to providing a variety of services and supports to people with special needs and those involved in their lives.

The Board of directors, Executive director, staff and employees of Blue Water Developmental Housing, Inc. recognize the need to make efficient and effective use of funds and other resources provided by the community and local, state and federal government and to account for resources as appropriate and to exemplify sound, fair and ethical business practices in its daily affairs. This will be accomplished with an annual review of the Code of Ethics by every employee.

This Code of Ethics represents the principles Blue Water Developmental Housing Inc. agrees to practice in carrying out its mission.

I. People we serve

Blue Water Developmental Housing, Inc. gives first consideration to the needs of those it serves (hereafter identified as consumers) in planning, program development and operations.

- A. Delivery of services to the consumer is provided with the active participation of the consumer and/or, as appropriate, their parent or guardian.
- B. Provide services in the least restrictive environment appropriate to the person receiving them.
- C. Services and the environment where they are provided will be safe, sanitary and humane.
- D. Employees will not initiate, maintain or knowingly enter into social romantic and/or sexual relationships with consumers or family member(s).
- E. Employees will not use their relationship with consumers for personal gain or advantage.

- F. Insure that consumers understand their rights and responsibilities as a customer of mental health services and if a violation occurs employees will report that alleged violation using the appropriate process.
- G. Confidentiality of consumers' information shall be protected. No employee
- H. Shall disclose to others, make personal use of, or permit others to make any use of any information obtained as a result of his or her relationship with BWDH which information is not generally available to the public or is otherwise confidential.
- I. BWDH shall not accept gifts from any entity that has or is seeking business with BWDH except for promotional items of nominal value. BWDH shall not accept funds in any amount of tangible items (including tickets to sporting or other events) that have a market value in excess of \$50.00 from any entity of person that does business or seeks to do business with BWDH. An employee's use of his or her position at BWDH to solicit gifts is strictly prohibited.
- J. Employee will not engage in personnel fundraising/solicitation of funds on behalf of a personal cause.
- K. Provide a procedure or objective hearing of consumer grievances or complaints and a process for appeal of decisions regarding service provisions.
- K. Promotes an understanding of the needs and capabilities of consumers and encourages their acceptance in the community.
- L. Employees will respect and safeguard the personal property of consumers, visitors and the property owned/leased by the organization.
- M. Employees will perform their duties in an objective manner.
- N. Employees shall not enter into any relationship, hold any direct or indirect outside interest, or accept outside employment that would conflict with or have the appearance of interfering or conflicting with their duties.

- O. No employee, or member of the employee's household may acquire any ownership interest in any entity that has, or is seeking to have a relationship without the approval of the Executive Director.
- P. During the period of employment by BWDH, no employee may make outside appearances or accept outside employment without the approval of the Executive Director. This includes self-employment, independent contracting, or other freelance work. Such approval may be granted when such outside activities do not interfere with the employee's duties, create or appear to create a substantial conflict of interest or affect the employee in the performance of his or her duties.
- Q. It is the policy of BWDH that employees, volunteers and other stakeholders may not participate in fraud, abuse, waste of resources and other wrongdoing whether illegal or unethical. Ethical violations and legal/unethical wrongdoing shall be reported. Employees are encouraged to report any suspicious or evidence in the aforementioned areas to their immediate supervisor.
- R. BWDH shall uphold a "no reprisal" approach for employees, volunteers or other stakeholders in reporting suspected incidents in waste, fraud, abuse or other questionable activities and practices and on violations of ethical code of conduct, federal, state or local laws.
- S. Employees are prohibited from accepting money, gratuities, exchanging of gifts from anyone other than BWDH for the performance of any act which he/she would be required or expected to render in the regular course of his/her duties as Blue Water Developmental Housing, Inc. employee. Gratuities, gifts deemed "clinically appropriate" should be included in the residents Individual Plan of Service.
- T. Employees shall not act as a witness to documents including but not limited to Power of Attorney, guardianship, advance directives and/or company contracts without the expressed written approval of the Executive Director.

II. Business Practices

Blue Water Developmental Housing, Inc. observes sound and ethical business practices in its purchasing, sales, contracting, and other business activities.

- A. Blue Water Developmental Housing, Inc. fairly represents the direct and indirect cost of producing services when establishing prices or bidding on contracts.
- B. That services are advertised and presented in a manner, which assures that the consumer is not exploited.
- C. The organization will be proactive in addressing social, financial and political issues affecting services.
- D. Employees are treated fairly and consistently.
- E. People will not be discriminated against, harassed or denied service because of their sex, race, age, marital status, religion, national origin, political affiliation, disability, socio-economic status or other legally protected status.
- F. Teamwork is encouraged and supported.
- G. To respect the diversity of culture that is part of the work environment.
- H. Because employees are role models and represent the organization in the community, their behavior must be honest, respectful, and professional.
- I. Entities receiving contracts with BWDH shall agree to act with integrity and perform their duties in compliance with applicable Federal, state and local laws.

III. Physical Plant and Equipment

The facilities that BWDH operates will be physically accessible to the consumers.

- A. Public areas of all locations of Blue Water Developmental Housing, Inc. will be accessible to people with disabilities.
- B. The buildings shall be adequately lighted, heated, and ventilated in accordance with generally accepted standards and applicable state and federal laws concerning health and safety.

IV. Board of Directors

The volunteer board of directors shall govern Blue Water Developmental Housing, Inc. and shall reflect representation of consumers, business and the professional community.

- A. Shall serve without pay or monetary gain for such participation.
- B. Shall regularly attend and participate in board meetings and be responsible for establishing policies, objectives and long range plans.
- C. Shall hire the executive director and delegate responsibility for the day to day operation of the organization.
- D. Shall be accountable to the community, the appropriate authority, and the profession for the general operation of the organization.
- E. As individual members of the Board, will conduct ourselves in a manner that respects appropriate decorum.
- F. Will not exercise individual authority over the organization or publicly express individual judgment about the performance of the executive or staff.
- G. Will respect the dignity, values and opinions of other board members.
- H. We recognize that differing viewpoints are healthy in the decision-making process. We have the right to disagree, but will do so without being disagreeable.
- I. Once the Board takes action; individual members should not create barriers implementing board policy.
- J. We function as part of a team
- K. Board members should bring issues to the attention of the full board and not to individual board members.
- L. We will conduct ourselves with courtesy toward each other and staff members during board meetings.
- M. We will distribute written information or board documents through the executive director and board chairperson before meetings.

- N. We recognize the value of the chain of command. When approached by staff, constituents or the public, we will channel all inquiries to the executive director.
- O. We will develop a working relationship with the executive director so that issues and concerns can be discussed openly and comfortably.
- P. Confidentiality of consumer information shall be protected.

V. Executive Director/Management Staff

The chief executive officer, operating under authority of the board of directors, shall execute policies and standards of performance designed to assure quality services to consumers.

- A. The executive director shall develop and maintain an annual operating budget and program plan which seeks maximum use of funds available from a variety of sources to support the services provided to consumers. The plan shall be based on sound financial principles providing separate identification of services.
- B. The executive director shall recruit, hire, develop, and support qualified individuals to provide technical, professional and supervisory services to people with special needs.
- C. The executive director shall periodically report on program and financial operations to the board of directors, and at least annually, to the community and supporting agencies.

VI. Financing

Blue Water Developmental Housing, Inc. shall have adequate records of accounting for operations with separate identification of income and expenses.

- A. Financial records shall be audited annually by a certified public accountant.
- B. Financial reports shall be provided to the board of directors at least four times per year and to the community annually.
- C. Integrity of its funding sources will be maintained. Any activities suspected of being fraudulent, abusive or wasteful shall be reported. The rights and interests of the reporting staff shall be protected.

VII. Marketing

The appropriate processing of collected information and data to be used internally by the corporation, in order to improve the quality or delivery of services.

- A. Products and services offered are safe and fit for their intended uses.
- B. Communications about services offered are truthful.
- D. Appropriate internal processes exist for equitable adjustment and/or redress of grievances concerning purchase of services.
- E. Information collected from customers will be confidential and used only for expressed purposes and data, especially confidential customer data, will be safeguarded against unauthorized access.

VIII. Ethics Committee

A. Responsibility

- 1. The Code of Ethics Committee is responsible for reviewing and conducting investigations of alleged violations of the code of ethics, making non-disciplinary recommendations of actions to be taken when allegations are confirmed, regularly reviewing the code of ethics and recommending changes, and developing orientation training.

B. Memberships

- 1. Employees interested in serving on the committee should complete the membership application and submit it to their supervisor who will present the application to the committee for review and action. If recommended for membership, the applicant must receive confirmation from the director before becoming a member.
- 2. Applicants must be employees of the organization for a minimum of three years. Supervisory staff must be employed for 1 year.

3. Membership terms are one year with a maximum of three years of consecutive service. Terms will be staggered 1/3 for 1 year, 1/3 for 2 years and 1/3 for 3 years.

4. The committee will be comprised of at least 9 and no more than 11 members with the following representation.

Direct Care	= 34%
Supervisor	= 33%
Assistant Supervisor	= 22%
Administration	= 11%

5. A substantiated violation of the ethics code makes an individual ineligible for membership.

C. Decision Making

1. When a quorum is present a simple majority of the members present will be needed to take action.

2. A quorum is defined as 51% of the membership.

D. Frequency of Meetings

1. The committee will meet quarterly or as convened by the chairperson.

E. Chairperson

1. Will be chosen by a simple majority of those present and serve for a one year term. There is no limit to the number of terms an individual may serve as chairperson.

F. Attendance

1. A member who misses two or more consecutive meetings will be contacted by the chairperson and the committee may recommend reconsideration of membership. The Executive Director will review and act on the recommendation.

D. Orientation

1. New Members will be presented with a manual explaining the Committees responsibilities and meet with the chairperson.

E. Confidentiality

1. All business of the committee related to allegations of ethics misconduct is to remain confidential.

F. Conflict of Interest

1. Any member with a conflict of interest in any matter before the Committee shall inform the chairperson of the issue and abstain from discussion and voting on the matter and will not in any way attempt to influence the action of any other member(s).

G. Allegations of Misconduct and Sanction

1. Employee(s) who believe that a colleague has violated the code of ethics shall report the incident immediately or within 10 days of the occurrence of the alleged incident, to their immediate supervisor, division director or executive director.
2. The Code of Ethics Committee will investigate the report within five (5) business days of receiving the report and complete the investigation with a final report completed within fifteen (15) days.
3. If the Ethics Committee determines the allegation violates the Code of Ethics, the committee will determine a sanction and resolution as part of their final report. The Executive Director must approve any committee action. Possible actions include a letter to the employee, training for prevention of future incidents.

K. Policy Conflicts

1. The Recipient Rights Policy in effect in St. Clair and Macomb County CMH, MORC and BWDH supersede this Code of Ethics Statement if there is a conflict.

BLUE WATER DEVELOPMENTAL HOUSING, INC

CODE OF ETHICS

The following code is applicable to all employees of Blue Water Developmental Housing, Inc.

The following guidelines have been taken for the Code of Ethics as adopted by the Delegate Assembly of the National Association of social Workers October 13, 1960 and amended April 11, 1967.

1. I regard as my primary obligation the welfare of the individual or group served.
2. I will not discriminate because of race, color, religion, age, sex, or national ancestry and in my job capacity will work to prevent and eliminate such discrimination in rendering service, in work assignments, and in employment practices.
3. I give precedent to my professional responsibility over my personal interests.
4. I hold myself responsible for the quality and extent of the service I perform.
5. I respect the privacy of people I serve.
6. I use in responsible manner information gained in professional relationships.
7. I treat with respect the findings, views, and actions of colleagues and use appropriate channels to express judgment on these matters.
8. I distinguish clearly, in public, between my statements and actions as an individual and as a representative of an organization.
9. I accept responsibility for working toward the creation and maintenance of conditions within agencies that enable workers to conduct themselves in keeping with this code.
10. I contribute my knowledge, skills, and support to programs of human welfare.

