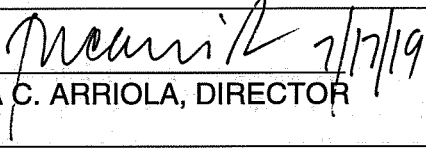


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: GBHWC Ethical Codes of Conduct	POLICY NO: AD-HR-02	Page 1 of 3
RESPONSIBILITY: Administration- Human Resources		
APPROVED BY:  7/17/19	DATE OF ORIGINAL APPROVAL: 9/13/2017	LAST REVIEWED/REVISED: 7/17/19
THERESA C. ARRIOLA, DIRECTOR		

PURPOSE:

The purpose of this policy is to outline the Guam Behavioral Health and Wellness Center (GBHWC) Code of Ethics applicable to all employees.

POLICY

Guam Behavioral Health and Wellness Center is committed to maintaining a work environment that promotes honesty and integrity in its business functions and consumer care. It seeks to create conditions that support right action by communicating the values and vision of the organization. GBHWC requires all employees and clinical staff to demonstrate the highest ethical standards in performing their job functions and responsibilities.

ETHICAL CODES OF CONDUCT:

- A. GBHWC and its employees will not engage in conduct prohibited by Chapter 3 of the Dept. of Administration Personnel Rules and Regulations, *Code of Conduct* and Chapter 15 of Title 4 Guam Code Annotated (4GCA) *Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam*. These standards of Conducts articulate ethical standards on Contractual Relationships, Conflicts of Interest, Exchange of Gifts, Money and Gratuities, Confidential Information, and Fair Treatment.
- B. All Healthcare professionals are allowed to witness a signature of a legal document unless otherwise prohibited by law. Under no circumstance should any healthcare professional undertake a task of witnessing an advance directive in accordance with the 10 GCA Chapter 91 Natural Death Act.
- C. GBHWC adheres to the highest ethical standards of business practices, and avoiding activities that warrant waste, abuse, fraud, corruption and other wrong doing.
- D. All employees shall comply with and maintain consumer's confidentiality, privacy and dignity, consistent with applicable federal laws and regulations including the Health Insurance Portability and Accountability Act of 1996 and Title 42 of the Code of Federal Regulations, local laws and rules, regulations, policies and professional guidelines.
- E. All employees shall use e-mail, social media and other mass communications tools in a professional manner and for work-related purposes.

- F. The Center, and its employees adheres to the basic ethical standards of marketing and advertising which includes honesty, fairness, and avoiding conflicts that promote the Center's interest over consumer needs. Marketing and advertising activities are used to educate the public, provide information and increase awareness of our services. Programs shall only distribute promotional and outreach flyers, brochures that is approved by the Director.
- G. We acknowledge as our principal objective the provision of quality behavioral health services with appropriate amount of resources expended for all consumers regardless of their reimbursement abilities.
- H. GBHWC Employees shall maintain clear, professional and work boundaries with consumers and families. It prohibits personal relationships between staff and consumers and/or family members that may be counterproductive and anti-therapeutic due to the unique relationship of trust between staff and consumer.
- I. We respect and safeguard the personal property of our consumers, visitors and property owned by GBHWC.

RESPONSIBILITIES:

A. Corporate Compliance Officer

- 1. Shall keep the file of all staff complaints and issues regarding violation of ethical codes of conduct.
- 2. Shall guide and train the staff of the proper procedure of documenting and reporting any known violations of ethical codes of conduct.
- 3. Shall guide and train supervisors with regards to the procedure in dealing with the violations of ethical codes, including a no reprisal approach for personnel reporting.
- 4. Shall guide and train the staff and other stakeholders on the ethical codes of conduct.
- 5. Shall collaborate with other staff to inform the public of the education or activities that promote the elimination of discrimination and stigma for the consumers served.

B. All Employees

- 1. Shall participate in the Ethical Code of Conduct training upon hire and annually.
- 2. Are expected to abide and adhere to his/her specific discipline's professional code of conduct and ethical standards.
- 3. Shall obey all applicable federal and local laws, regulations and guidelines related to health, welfare, safety and employment.
- 4. Shall facilitate and fully cooperate with investigations resulting from any Ethical Code of Conduct violations involving grievances, complaints, incident reports or reports of suspected misconduct.

PROCEDURE:

1. An employee witnessing any violation of the Code of Ethics shall inform the supervisor of the misconduct. This shall be documented in a complaints form and or an incident report when appropriate.
2. Any allegations of violations of ethical codes shall be investigated by the Corporate Compliance Officer or designee. A recommendation shall then be generated within 14 business days of the report.
3. The supervisor shall have the authority and responsibility for employee discipline under the provisions of section 4105, Title 5 of the Guam Code Annotated; which would include such actions as oral admonitions, letters of reprimand, and the recommendation of adverse actions. (Reference: *DOA Personnel Rules and Regulations*)
4. Any disputes regarding violation of the code of ethics that is not resolved within GBHWC shall be brought to the Guam Ethics Commission for hearing and determination.

REFERENCE(S):

4 GCA Public Officers & Employees Chapter 15 Standards of Conduct. Hagatna.
CARF. (2016). *Std 1A.6 Behavioral Health Standards Manual* Tucson, Arizona: CARF International.
Department of Administration. (1995). *Personnel Rules and Regulations*. Agana, Guam.



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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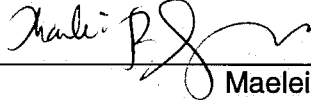
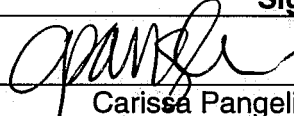
REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: GBHWC Ethical Codes of Conduct

Policy No: AD-HR-02

Initiated by: Human Resources

Date	Signature
6/13/2019	
Maelei Sampson Human Resources	
Date	Signature
7/1/19	
Carissa Pangelinan Deputy Director	