
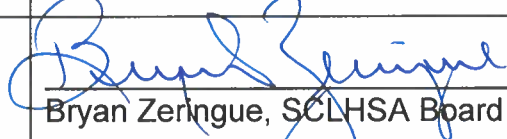


Code of Ethics for Employees of SCLHSA

Policy Type:	Administrative	Policy Number:	101
Original Issue:	04/19/2011	Effective Date:	04/13/2023
Executive Director's Approval:	 <hr/> Kristin Bonner, BSN, RN, Executive Director		
Board Approval:	 <hr/> Bryan Zeringue, SCLHSA Board Chairman		

Policy Statement:

South Central Louisiana Human Services Authority (SCLHSA) employees and covered entities shall conform to the guidelines outlined in this policy, Preamble and Code of Conduct Statement to perform their duties with integrity, honesty, fairness, and diligence while adhering to the highest principles of dignity, respect, confidentiality, and ethics for all the individuals they come in contact with to include clients, families, staff members, community representatives, and external providers.

Rationale:

To set forth a Code of Ethics or moral principles that govern behavior and clearly defines the difference between public duty and private interest while ensuring ethical standards of service delivery are consistently maintained.

Procedure:

A. DEFINITIONS:

1. Employee – any temporary, part time, or permanent employee of SCLHSA.
2. Covered Entity—employees, contractors, subcontractors, agents and other persons who provide patient care items or services or perform billing or coding functions on behalf of SCLHSA.
3. Financial Interest – an interest held by an individual as a personal asset.

B. RESPONSIBILITIES:

1. All employees and covered entities will be responsible for adhering to ethical guidelines as established in this policy.
2. All employees and covered entities shall attest to this policy and the Code of Ethics Statement at orientation and again annually for conformance. Peer Support Specialists shall also attest to their Professional Code of Conduct annually and provide a signed copy to their supervisor.
3. Supervisors will ensure their employees/covered entities are in compliance with the guidelines established in this policy.
4. Employees and covered entities will complete the required Relias/LEO courses on Corporate Compliance and Ethics and The Code of Governmental Ethics upon hire/contract and annually with SCLHSA as well as other trainings deemed necessary to comply with state and federal laws.
5. Employees and covered entities are expected to be committed to SCLHSA, use good judgment and common sense and be sensitive to how others see us and how they might interpret our actions.

6. Employees will complete an annual Code of Conduct Statement and those disclosures are subject to ethical procedure review.
 7. Employees and covered entities will follow guidelines established to participate in social media, both professionally and personally when acting on behalf of the agency.
 8. Marketing strategies will be focused on the elimination of stigma surrounding diagnosis and treatment and in generating awareness about recovery, resilience, prevention and community supports as well as focusing on the cultural sensitivity of both employees, patients, Board Members, stakeholders and the community at large.
- C. Employees will reference and adhere to general, client care, administrative, and conflict resolution principles outlined in the SCLHSA Code of Ethics Statement (Attachment A).
- D. Employees may not:
- a. Use state time, facilities, or equipment for private business purposes,
 - b. Engage in substantial financial transactions for private purposes,
 - c. Assist any person for a fee or other compensations in obtaining a contract, claim, license, or other economic benefit from the agency.
 - d. Make referrals to another entity (business or personal) where they are employed and may receive financial compensation in return for the referral or services provided.

Compliance Requirement:

There are no compliance requirements for this policy.

Attachments:

- Organizational Code of Ethics
- Code of Conduct Statement

Linkages:

There are no linkages for this policy.