

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

POLICY AND PROCEDURE

- DATE: May 26, 2021 Code of Ethics P4
- RESCINDS: February 23, 2005
- CATEGORY: Board Administration
- SUBJECT: Code of Ethics
- POLICY: It is the policy of the Copper Country Mental Health Services Board (CCMHSB) to conduct its operations in accord with the public trust vested in it by the citizens of the state, and to conduct its operations in accordance with the CCMHSB Code of Ethics.
- PURPOSE: The Code of Ethics is applied to all aspects of the Board's services and operations including conduct and personal behaviors, clinical and business practices and all aspects of the governance of the Board. This policy identifies how the Code of Ethics is communicated to personnel, persons served and other stakeholders. It addresses the Agency's method of response to allegations of violations of the Code.
- PROCEDURE:
- I. Communication:
 - a. The orientation of all personnel includes the Code of Ethics and its application. All personnel receive a copy of the Code of Ethics. Documentation is required.
 - b. The Code of Ethics is reviewed annually with all personnel. This may be accomplished in program staff meetings or in multi-purpose trainings. Documentation is required.
 - c. Consumers receive a copy of the Code of Ethics in brochure format during orientation to services.
 - d. A summary of the Code of Ethics is posted in each of the Centers: Rice Memorial Center - Houghton; CLK Center - Calumet; Baraga County Center - L'Anse; and Ontonagon Center - Ontonagon.
 - e. The Code of Ethics is posted on the agency website.

- f. The Code of Ethics will be provided to stakeholders with the Stakeholder Survey Response.

II. Response to allegations of violation of the Code of Ethics:

- a. When the alleged violation involves recipient rights, the Responsibilities for Reporting Non-Compliance policy and the Corporate Compliance Plan shall be followed.
- b. When the alleged violation does not involve recipient rights, the No-Reprisal System for Reporting Suspicious Activities policy shall be followed.
- c. Employees are protected by the Michigan Whistleblower's Protection Act.

CROSS REFERENCE:

CCMHSB Policy - Recipient Rights Complaints/Appeals
CCMHSB Policy - Responsibilities for Reporting Non-Compliance
CCMHSB Policy - Corporate Compliance Plan
Michigan Whistleblower's Protection Act 469 of 1980

ATTACHMENT: Code of Ethics