

W.C.M.H. PLAN OF OPERATION

POL. & PROC.: 1.1.1	SUBJECT: CODE OF ETHICS POLICY
SECTION I: BUSINESS PRACTICES Criterion A – Leadership	Pages: 2

I. POLICY:

It is the policy of the Waccamaw Center for Mental Health to adhere to the highest level of ethical standards as identified by the South Carolina Department of Mental Health in the “Ethical Standards for South Carolina State Government Service”. State employees also take responsibility for their advocacy efforts and personal decisions, protecting the public trust at all times.

II. GENERAL DESCRIPTION:

The Code of Ethics for State Employees is posted in each office for clients, staff, volunteer and students to read. In addition, all licensed therapist have their own Code of Ethics they are required to adhere to. It is the policy of this Center that the Code of Ethics adheres to the following: business practices, marketing, service delivery, professional responsibilities, and human resources.

III. PROCEDURE:

A. Each employee and other stakeholders are required to familiarize themselves with the following directives during an initial orientation (Initial Orientation in Plan of Operation Manual)

1. Ethical Principles for South Carolina State Government Service.
2. (837.03) Notice of Private Practices
(Directive includes PHI, HIPPA – Notice of Privacy, Confidentiality)
- 3.(842.03) Harassment – Free Workplace
- 4.(817.19) Equal Employment Opportunity/Affirmative Action
- 5.(361-75) Political Activity
- 6.(873-06) Compliance/Code of Conduct
- 7.WCMH Code of Professional Conduct
- 8.(917-13) Social Media

B. All Staff are required to always conduct themselves in a professional manner during work hours. All staff is to complete proper dual employment forms or private practice forms if they engage in outside business interests. All staff is to follow ethical guidelines in performing any marketing practices as it relates to the Center or its services. All clinicians are to follow ethical standards in their treatment

protocols as defined in Ethical principles for South Carolina State Government Services and the Corporate Compliance Plan.

C. Employees who are licensed, certified, or otherwise credentialed in their profession are responsible for complying with the ethical standards officially adopted by that organization, as well as the policies indicated above.

D. All staff protects the public trust by upholding the constitutions and laws of the United States of America and the State of South Carolina.

E. Procedures for investigating and acting on violations of the Code of Ethics will begin with an investigation by the Corporate Compliance Officer. The investigation will be completed within 60 days of receipt. He or she will forward their report to the Executive Director. The Executive Director will meet with the Executive Staff for any action to be taken against the employee.

D. All contractual relationships will be conducted in a formal, open forum so as to not violate any State Ethical Standards. All contracts must be reviewed by the legal department before being processed.

Date Reviewed: 3/06/2023	
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