


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: GBHWC Ethical Codes of Conduct	POLICY NO: AD-HR-02	Page 1 of 2
RESPONSIBILITY: Administration- Human Resources		
APPROVED BY:  DIRECTOR	EFFECTIVE: SEP 13 2017	LAST REVIEWED/REVISED:

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. We adhere to the highest ethical standards of business practices contributing to the economic growth and social progress of our island and society as we conscientiously fulfill our obligations to our consumers, stakeholders and employees.
- C. We acknowledge as our principal objective the provision of the quality behavioral health services with appropriate amount of resources expended for all consumers regardless of their reimbursement abilities.
- D. 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.
- E. We respect and safeguard the personal property of our consumers, visitors and property owned by GBHWC.

- F. GBHWC 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.
- G. 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*.
- H. Employees shall, in good faith, disclose waste, abuse, fraud and corruption to appropriate authorities and in doing so shall be protected from reprisal.

RESPONSIBILITIES:

- A. Corporate Compliance Officer
 - 1. Shall keep the file of all the staff complaints and issues regarding violation of ethical codes of conduct.
 - 2. Shall guide and train the staff in 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.

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 resolve 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 Regultions*. Agana, Guam.


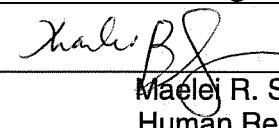
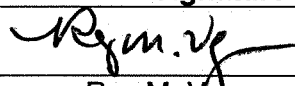
**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

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

- Policies and Procedure Submitted by: Corporate Compliance Officer
- Protocol/Form Policy No: AD-HR-02
- Bylaws Title: GBHWC Ethical Code of Conduct

Reviewed/Endorsed	Date	Signature
	SEP 13 2017	
Title	Name Title Michelle Sasamoto Corporate Compliance Officer	
Reviewed/Endorsed	Date	Signature
	SEP 13 2017	
Title	Name Title Maelei R. Sampson Human Resources	
Reviewed/Endorsed	Date	Signature
	SEP 13 2017	
Title	Name Title Rey M. Vega Director	