



CODE OF ETHICS

As an employee of Aspire Addiction Recovery Center LLC, I agree to abide by the ethical standards outlined below. In addition, if I am licensed other than that of LCDC, I agree to abide by the higher ethical standards and will seek guidance for ethical dilemmas from the clinical director, administrator, or clinical supervisor.

- A. All employees of Aspire Addiction Recovery Center LLC will comply with these ethical standards.
- B. No employee of Aspire Addiction Recovery Center LLC will discriminate against any client, or other person on the basis of gender, race, religion, age, national origin, disability, sexual Orientation, or economic condition.
- C. All employees of Aspire Addiction Recovery Center LLC will maintain objectivity, integrity, and the highest standards in providing services to the client.
- D. Employees of Aspire Addiction Recovery Center LLC will:
 - 1. promptly report to the Texas Commission on Alcohol and Drug Abuse any suspected, alleged, or substantiated incidents of abuse, neglect, or exploitation committed by self or other employees of Aspire Addiction Recovery Center LLC;
 - 2. promptly report to the Texas Commission on Alcohol and Drug Abuse violations of Texas Occupations Code, Chapter 504, or rules adopted under the statute, including violations of this section by self or others, unless making such a report would violate federal confidentiality regulations found in 42 CFR Part 7-
 - 3. recognize the limitations of his or her ability and will not offer services outside the scope of practice or use techniques that exceed his or her professional competence; and
 - 4. try to prevent the practice of chemical dependency counseling by unqualified or unauthorized persons
- E. The employees of Aspire Addiction Recovery Center LLC will not engage in the practice of chemical dependency services if impaired by, intoxicated by, or under the influence of chemicals, including alcohol.
- F. Employees of Aspire Addiction Recovery Center LLC will uphold the law and refrain from unprofessional conduct. In so doing, employees will:
 - 1. comply with all applicable laws and regulations;
 - 2. not make any claim, directly **or** by implication, that the employee possesses professional qualifications or affiliations that the employee does not possess;
 - 3. not mislead or deceive the public or any person; and
 - 4. refrain from any act which might tend to discredit the profession.
- G. Employees will:
 - 1. report information fairly, professionally, and accurately to clients, other professionals, the Texas Commission on Alcohol and Drug Abuse, and the general public, maintain appropriate documentation of services provided; and
 - 3. provide responsible and objective training and supervision to interns and subordinates under their supervision. This includes properly documenting

supervision and work experience and providing supervisory documentation needed for licensure.

- H. **In** any publication, the employee will give written credit to all persons of works Which have contributed to or directly influenced the publication.
- i. Employees will respect a client's dignity and will not engage in any action that may injure the welfare of any client or person to whom the employee is providing services. The employee will:
1. make every effort to provide access to treatment, including advising clients about resources and services, taking into account the financial constraints of the client;
 2. remain loyal and professionally responsible to the client at all times, disclose the ethical code of standards, and inform the client of loyalties and responsibilities;
 3. not engage in any activity which could be considered a professional conflict, and will immediately remove himself or herself from such a conflict if one occurs;
 4. terminate any professional relationship or counseling service which is not beneficial, or is in any way detrimental to the client;
 5. always act in the best interest of the client;
 6. not abuse, neglect, or exploit a client;
 7. not have sexual contact with or enter into a personal or business relationship with a client of Aspire Addiction Recovery Center LLC for at least two years after the client's services end;
 8. not request a client to divulge confidential information that is not necessary and appropriate for the services being provided; and
 9. not offer or provide services in settings or locations which are inappropriate, harmful to the client or others, or which would tend to discredit the profession.
- J. Employees will protect the privacy of all clients and will not disclose confidential information without express written consent except as permitted by law. Employees will remain knowledgeable of and obey all state and federal laws and regulations relating to confidentiality of chemical dependency treatment records, and will:
1. inform the client, and obtain the client's consent, before tape-recording the client, allowing another person to observe **or monitor** the client;
 2. ensure the security of client records;
 3. not discuss or divulge information obtained in clinical or consulting relationships except in appropriate settings and for professional purposes which clearly relate to the case;
 4. avoid invasion of the privacy of the client;
 5. provide the client his/her rights according to confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality; and
 6. ensure the data requested from other parties is limited to information that is necessary and appropriate to the services being provided and is accessible only to appropriate parties.
- K. Employees will inform the client about all relevant and important aspects of the Professional relationship between the client and the staff, and will:

1. in the case of clients who are not their own consenters, inform the client's parent(s) or legal guardian(s) of circumstances which might influence the professional relationship;
 2. not enter into a professional relationship with members of the employee's family, close friends or associates, or others whose welfare might be jeopardized in any way by such relationship;
 3. not establish a personal relationship with any client of Aspire Addiction Recovery Center LLC for at least two years after the client's services end;
 4. neither engage in any type **or** form of sexual behavior with a client of Aspire Addiction Recovery Center LLC for at least two years after the client's services end nor accept as a client anyone with whom they have engaged in sexual behavior; and
 5. not exploit relationships with clients for personal gain.
- L. Employees will treat other professionals with respect, courtesy, and fairness, and will:
1. refrain from providing or offering professional services to a client who is receiving chemical dependency treatment from another professional, except with the knowledge of the other professional and the consent of the client, until treatment with the other professional ends;
 2. cooperate with the Texas Commission on Alcohol and Drug Abuse, professional peer review groups or programs, and professional ethics committees or associations, and promptly supply all requested or relevant information unless prohibited by law; and
 3. ensure that his/her actions in no way exploit relationships with supervisees, employees, students, research participants or volunteers.
- M. Prior to treatment, employees will inform the client of the fee schedule and establish financial arrangements with a client. The employee will not:
1. charge exorbitant or unreasonable fees for any treatment service;
 3. pay or receive any commission, consideration, or benefit of any kind related to the referral of a client for treatment;
 4. use the client relationship for the purpose of personal gain, or profit, except for the normal, usual charge for treatment provided; or
 5. accept a private professional fee or any gift or gratuity from a client if the client's treatment is paid for by another funding source, unless all parties agree to the arrangement in writing.

I have read, understand and agree to abide by the above code of ethics.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____