



"Saving Lives and Reuniting Families"

FREEDOM HOUSE, INC.

CODE OF ETHICS STATEMENT & GUIDELINES

MISSION

Through recovery oriented services, Freedom House empowers individuals with substance use and co-occurring disorders to live a healthy and independent lifestyle.

PREAMBLE

Freedom House, Inc. is committed to the delivery of services which meet the highest standard of integrity and ethical principles.

ETHICAL PRINCIPLES

It will be the responsibility of all employees and volunteers of Freedom House, Inc. to adhere to the following ethical principles and to uphold and advance the honor and dignity of each person's profession and responsibilities.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Will assert the ethical principles of autonomy, beneficence, and justice as a guide to my professional conduct.
2. Will treat colleagues with respect, courtesy, and fairness and will afford the same professional courtesy to other professionals.
3. Will perform my duties with personal integrity that will promote and foster the confidence, trust, and respect of the clients, co-workers, funders, donors, and the general public.
4. Will uphold the legal and moral codes which pertain to professional conduct.
5. Will disclose all conflicts of interest.

PERSONAL CONDUCT

Employees are expected to act in a positive, courteous manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, in any or all forms including, but not limited to: race, age, color, religion, sex, marital status, sexual identity, veteran's status, national origin, or disability. In order to preserve the dignity and the privacy of Freedom House residents, to minimize the risk of resident discrimination, and to minimize the risk if agency liability, confidentiality policies and procedures will be adhered to by all staff members and residents. Resident information will be disclosed to persons who "need to know" for the purpose of best serving the resident's needs.

In the interest of maintaining a safe, productive work environment, Freedom House, Inc. will not tolerate verbal or physical conduct by any employee, consultant, volunteer, etc. which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

Every Freedom House employee is expected to act in a responsible, ethical and legal manner, in accordance with the Freedom House Communications Policy (network and internet access,

email, voicemail, cell phone use, the use of social media) and other applicable state and federal regulations.

Employees are to present themselves in a manner appropriate to their working environment and the day's responsibilities. See also *Employee Attire* section of Employee Manual.

Freedom House, Inc. is committed to maintaining the highest standards of integrity and ethical principles in the delivery of service. It is the responsibility of all employees to adhere to ethical principles, uphold and advance the honor and dignity of each person served, and to advocate on behalf of clients

Freedom House is committed to the highest ethical standards for Freedom House staff and the provision of the best possible services to Freedom House clients. Therefore no reason can be seen for any staff member to be involved in any type of relationship with a graduate or participant in any program of Freedom House other than the professional relationship that exists by their position or as an employer of that graduate, resident or participant.

EXCHANGE OF GIFTS, MONEY, GRATUITIES

In order to maintain a positive rehabilitative environment, Freedom House employees are prohibited from accepting tips, gifts, services, and/or any type of gratuity from clients, client's families, visitors, or vendors. In the event that a gratuity is offered in appreciation for the employee's performance, it should be courteously declined. When appropriate, the employee should make a referral to the Foundation staff. In lieu of a gratuity, the employee may suggest a letter be written to his/her supervisor commending the employee's performance. Solicitation of a gratuity or gift is strictly prohibited and will result in dismissal. Under no circumstances is Freedom House staff to loan or borrow money from any resident.

DRUG FREE WORKPLACE

Freedom House is committed to providing a safe work environment and to fostering the health and well-being of its employees. That commitment is jeopardized when any Freedom House employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs in the workplace. Freedom House recognizes alcoholism and drug addiction as treatable disabilities. The agency also recognizes that the abuse of substances by an employee interferes with the individual's job performance and health. Any employee who violates this prohibition will be subject to immediate discipline up to and including termination. In addition, employees are prohibited from the off-premises use of alcohol and possession, use or sale of illegal drugs during the work day including break and lunch periods, and special events as such activities adversely affect job performance, job safety, and the reputation of the agency in the community. Freedom House employees must accept as a condition of employment the requirement that as long as they are an employee of Freedom House, and in recovery from alcoholism and/or drug addiction, they will: not use any illegal substances; not take mood changing chemicals unless prescribed by a medical doctor at which time they will inform the Executive Director; abstain from the use of alcohol; not advocate or give even tacit approval to the use of illicit drugs and/or the abuse of alcohol or problem drinking.

PERSONAL FUNDRAISING

Freedom House understands that employees may at times be conducting fundraising activities for other agencies, organizations, and individuals (i.e. Relay for Life for cancer research, selling cookies for the girl scouts, supporting a *Go Fund Me* campaign, etc.). Any fundraising activities conducted on the premises in person or via email or printed materials must first be approved by the Executive Director. Employees must agree to comply with any restrictions or guidelines determined by the Executive Director. No employee should at any time exert any pressure or undue influence in an attempt to get another employee to participate in their personal fundraising endeavors (no “hard selling”, shaming, etc). The support of other employees for a staff member’s personal fundraising campaign must be completely voluntary. ***No employee may at any time solicit any client in any Freedom House program to participate in their personal fundraising efforts***; this is strictly prohibited.

BUSINESS PRACTICES

Freedom House, Inc. will seek to provide equal opportunity for all persons seeking services from, seeking employment by, and employed by the agency, without regard to race, age, color, religion, sex, marital status, sexual orientation, military status, national origin, or disability. This policy extends to all areas of employment such as selection, job assignment, supervision, training, transfers, compensation, benefits, and educational opportunities. Freedom House, Inc. recognizes its obligation to actively promote opportunities for all qualified persons and will take all reasonable and necessary action to insure these objectives are met. In recognizing the racial and cultural diversity of our society, Freedom House, Inc. aspires to work effectively with members from all groups. It is the policy of Freedom House, Inc. to employ and promote staff members who are members of the same racial and cultural groups as the residents we serve as long as in doing so Freedom House is in compliance with all Federal, State and local laws prohibiting discrimination in employment. Further, it is the intent of Freedom House to develop the ability of staff members to work effectively with people from different racial and cultural groups, whether as service providers or colleagues. Freedom House is committed to applying fair and effective personnel practices and to utilize the standards of practice that recognizes cultural context and acknowledges cultural integrity. See also Freedom House *Cultural Diversity Plan*.

Freedom House, Inc. is committed to providing quality services to the persons served by researching the backgrounds of the individuals the agency hires. In order to hire the most qualified applicants, Freedom House uses various means to determine employability. This includes a State level background check supported by fingerprints, and a check against the US Department of Health and Human Services, Office of the Inspector General database of debarred individuals.

Full disclosure of program activities and finances by Freedom House, Inc. is an indication of the openness, accountability, and accessibility practiced by the agency.

Freedom House recognizes that each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

In the interest of all our employees’ health and welfare, Freedom House, Inc., will provide a safe and healthy work environment free from the concerns associated with direct and secondary exposure to tobacco smoke.

Freedom House provides services to Halfway House clients with a 15:1 *maximum* Counselor to Client ratio. The facility is staffed twenty-four hours a day/seven days a week. Part-time, Overnight, and Weekend Staff members ensure that coverage and support is provided at all times.

It is the policy of Freedom House, Inc. to make every possible effort to recruit staff members of the highest caliber. When hiring outside the agency, every effort will be made to assure that the job candidate has the necessary credentials and experience.

Freedom House maintains a cooperative and amicable relationship with the courts and various law enforcement agencies, cooperating to the extent permitted by existing statute and regulations pertaining to the protection of the confidentiality rights of clients who are current or past clients of Freedom House treatment programs.

Freedom House prohibits residents and employees from possessing, carrying or using weapons (legal or illegal) in any vehicle, or on any property owned by or under the control of Freedom House, Inc. Possession of legal weapons by visitors on the premises are subject to the guidelines set in the Freedom House, Inc. *Weapons Procedure*.

MARKETING PRACTICES

Freedom House, Inc. and The Freedom House Foundation, Inc. will not directly market, endorse, or promote any products or services by an entity other than another not for profit organization.

Freedom House does not sell or share databases, mailing lists, or email distribution lists of clients, staff, donors, or Board of Trustees for any marketing purposes.

CLINICAL PRACTICES & BOUNDARIES

1. Will not discriminate against clients or co-workers based on race, religion, age, sex, handicaps, national ancestry, sexual orientation, or economic condition.
2. Will remain honest and impartial in my relationship with clients, co-workers, and the general public.
3. Will respect the confidentiality of information concerning business and/or personal affairs of clients, co-workers, and donors.
4. Will uphold the standards of practice, policies, and procedures mandated by Freedom House, Inc.
5. Will not enter into a personal relationship with any participating or graduated client so as not to compromise the integrity of programming.

- ✓ **CORPORATE CITIZENSHIP** – See Corporate Compliance Policy and Procedure
- ✓ **ORGANIZATIONAL FUNDRAISING** – See *Acceptance of Gifts (donations to agency) policy and procedure including fundraising Code of Ethics*
- ✓ **PROHIBITION OF WASTE, FRAUD, ABUSE AND OTHER WRONGDOING** – See *Risk Management* section of Policies and Procedures Manual
- ✓ **USE OF SOCIAL MEDIA** – See comprehensive *Communications* Policy and Procedure, which is signed by all staff at the time of hire.
- ✓ **WITNESSING LEGAL DOCUMENTS** – See Policy and Procedure of the same title

**EDUCATION ON ETHICAL CODES OF CONDUCT FOR PERSONNEL
AND STAKEHOLDERS**

This form is reviewed and signed by all staff/volunteers at the time of hire. In addition, annual ethics training is required for all staff. The Freedom House Code of Ethics is shared with stakeholders on the agency website.

REPORTING VIOLATIONS

All incidents of ethics violations must be reported to the Executive Director. In the event that the ethics violation involves the Executive Director, the staff member should report to the Chairperson of the Freedom House Board of Trustees.

The Executive Director will address all reports involving ethics violations within 24 hours, and will respond in a timely manner (within 72 hours whenever possible; a timely decision may require legal or other consultation).

Freedom House, Inc., with the support of the Board of Trustees has adopted a policy of “no reprisals” for any staff member reporting a code of ethics violation.

This document is signed for all Freedom House staff at the time of hire