



Blue Water Developmental Housing

Code of Ethics

Mission

Blue Water Developmental Housing, Inc. (BWDH) is dedicated to providing a variety of services and support to people with special needs and those involved in their lives.

The Board of Directors, Executive Director, and Employees of Blue Water Developmental Housing, Inc. recognizes the need to make efficient and effective use of funds and other resources provided by the community and local, state, and federal government and to account for resources as appropriate, and to exemplify sound, fair, and ethical business practices in its daily affairs. This will be accomplished with an annual review of the Code of Ethics by every employee.

This Code of Ethics represents the principles Blue Water Developmental Housing Inc. agrees to practice in carrying out its mission.

I. People we serve

Blue Water Developmental Housing, Inc. gives first consideration to the needs of those it serves (hereafter identified as individuals supported) in planning, programming development, and operations.

- A. Delivery of services to the individuals we support. We must provide support to help carry out their individual plan of service with the active participation of the individual and/or, as appropriate, their parent or guardian.
- B. Provide services in the least restrictive environment appropriate to the person receiving them.
- C. Services and the environment where they are provided will be safe, sanitary, and humane.
- D. Employees will not initiate, maintain, or knowingly enter romantic social and/or sexual relationships with individuals we support or family members(s).

- E. Employees will not use their relationship with individuals supported for personal gain or advantage.
- F. Ensure that individuals we support understand their rights and responsibilities as a customers of mental health services, and if a violation occurs, employees will report that alleged violation using the appropriate process.
- G. Confidentiality of individual-supported information shall be protected.
- H. No employee shall disclose to others, make personal use of, or permit others to make any use of any information obtained as a result of his or her relationship with BWDH, which information is not generally available to the public or is otherwise confidential.
- I. BWDH shall not accept gifts from any entity that has or is seeking business with BWDH except for promotional items of nominal value. BWDH shall not accept funds in any number of tangible items (including tickets to sports or other events) that have a market value over \$50.00 from any entity or person that does business or seeks to do business with BWDH. An employee's use of his or her position at BWDH to solicit gifts is strictly prohibited.
- J. Employees will not engage in personnel fundraising/solicitation of funds on behalf of a personal cause. While on company time.
- K. Promotes an understanding of the needs and capabilities of individuals supported and encourages their acceptance in the community. We must provide them with the opportunity to engage in their community.
- L. Employees will respect and safeguard the personal property of individuals supported, visitors, and the property owned/leased by the organization.
- M. Employees will perform their duties in an objective manner; they will be role models to the residents we serve and act appropriately with families and guardians.
- N. No employee or member of the employee's household may acquire any ownership interest in any entity that has or is seeking to have a relationship without the approval of the Executive Director
- O. It is the policy of BWDH that employees, volunteers, and other stakeholders may not participate in fraud, abuse, waste of resources, and other wrongdoing, whether illegal or unethical. Ethical violations

and legal/unethical wrongdoing shall be reported. Employees are encouraged to report any suspicious activities or evidence in the aforementioned areas to their immediate supervisor.

- P. BWDH shall uphold a “no reprisal” approach for employees, volunteers, or other stakeholders in reporting suspected incidents of waste, fraud, abuse, or other questionable activities and practices and on violations of the ethical code of conduct and federal, state, or local laws.
- Q. Employees are prohibited from accepting money or gratuities or exchanging gifts from anyone other than BWDH for the performance of any act which he/she would be required or expected to render in the regular course of his/her duties as Blue Water Developmental Housing, Inc. employee. Gratuities and gifts deemed “clinically appropriate” should be included in the resident's Individual Plan of Service.
- R. Employees shall not act as a witness to documents including but not limited to power of attorney, guardianship, advance directives, and/or company contracts without the expressed written approval of the Executive Director.

II. Social Media

Social media has become an important and integral part of Blue Water Developmental Housing, Inc.'s communication within the organization and the community. BWDH must always continue to uphold the high ethical standards we have established.

- A. Executive Director, Outreach Coordinator or Division Director are responsible for posting information on social media. All other individuals/parties are excluded.
- B. BWDH will adhere to HIPAA guidelines for all material posted on its website and social media sites.
- C. Social media will be used to share news and information about BWDH. Employees must have signed a yearly Social Media consent form and agree to give BWDH permission to post photos/videos.
- D. Individuals supported must have signed a yearly Visual/Audio Consent signed by themselves, if appropriate, or parent/guardian and agree to give BWDH permission to post photos/videos.

- E. The Executive Director, Outreach Coordinator or Division Director will be responsible for monitoring its social media sites. Monitoring will occur as deemed appropriate.
- F. BWDH will remove/delete spam and other inappropriate content
- G. BWDH reserves the right to delete comments/posts made by current employees who are profane or inappropriate.
- H. A Code of Ethics Complaint will be completed by the appropriate party for any inappropriate post within ten (10) days of the occurrence and brought to the Ethics Committee for investigation.
- I. If the Ethics Committee determines the allegation violates the Code of Ethics, the committee will determine a sanction and resolution as part of their final report. The Executive Director must approve of anycommittee action. Possible actions include a letter to the employee and training for the prevention of future incidents.

III. Business Practices

Blue Water Developmental Housing, Inc. observes sound and ethical business practices in its purchasing, sales, contracting, and other business activities.

- A. Blue Water Developmental Housing, Inc. fairly represents the direct and indirect cost of producing services when establishing prices or bidding on contracts.
- B. Those services are advertised and presented in a manner that ensures that the consumer is not exploited.
- C. The organization will be proactive in addressing social, financial, and political issues affecting services.
- D. Employees are treated fairly and consistently.
- E. People will not be discriminated against, harassed, or denied service because of their sex, race, age, marital status, religion, national origin, political affiliation, disability, socio-economic status, or other legally protected status.

- F. Teamwork is encouraged and supported.
- G. To respect the diversity of culture that is part of the work environment.
- H. Because employees are role models and represent the organization in the community, their behavior must be honest, respectful, and professional. A complaint should be filed as soon as possible by anyone who observes an employee who is not in compliance with the statement above.
- I. Entities receiving contracts with BWDH shall agree to act with integrity and perform their duties in compliance with applicable federal, state, and local laws.

IV. Physical Plant and Equipment

The facilities that BWDH operates will be physically accessible to the consumers.

- A. Public areas of all locations of Blue Water Developmental Housing, Inc. will be accessible to people with disabilities.
- B. The buildings shall be adequately lit, heated, and ventilated in accordance with generally accepted standards and applicable state and federal laws concerning health and safety.

V. Board of Directors

The volunteer board of directors shall govern Blue Water Developmental Housing, Inc. and shall reflect the representation of consumers, businesses, and the professional community.

- A. Shall serve without pay or monetary gain for such participation.
- B. Shall regularly attend and participate in board meetings and be responsible for establishing policies, objectives, and long-range plans.
- C. Shall hire the executive director and delegate responsibility for the day-to-day operation of the organization.
- D. Shall be accountable to the community, the appropriate authority, and the profession for the general operation of the organization.

- E. As individual members of the Board, we will conduct ourselves in a manner that respects appropriate decorum.
- F. Will not exercise individual authority over the organization or publicly express individual judgment about the performance of the executive or staff.
- G. Will respect the dignity, values, and opinions of other board members.
- H. We recognize that differing viewpoints are healthy in the decision-making process. We have the right to disagree but will do so without being disagreeable.
- I. Once the Board takes action, individual members should not create barriers to implementing board policy.
- J. We function as part of a team.
- K. Board members should bring issues to the attention of the full board and not to individual board members.
- L. We will conduct ourselves with courtesy toward each other and staff members during board meetings.
- M. We will distribute written information or board documents through the executive director and board chairperson before meetings.
- N. We recognize the value of the chain of command. When approached by staff, constituents, or the public, we will channel all inquiries to the executive director.
- O. We will develop a working relationship with the executive director so that issues and concerns can be discussed openly and comfortably.
- P. Confidentiality of consumer information shall be protected.

VI. Executive Director/Management Staff

The Executive Director, operating under the authority of the board of directors, shall execute policies and standards of performance designed to assure quality services to consumers.

- A. The Executive Director should develop and maintain an annual operating budget and program plan that seeks maximum use of funds

available from a variety of sources to support the services provided to individuals supported. The plan shall be based on sound financial principles providing separate identification of services.

- B. The Executive Director should recruit, hire, develop, and support qualified individuals to provide technical, professional, and supervisory services to people with special needs.
- C. The Executive Director shall periodically report on program and financial operations to the board of directors, and at least annually, to the community and supporting agencies.

VII. Financing

Blue Water Developmental Housing, Inc., shall have adequate records of accounting for operations with separate identification of income and expenses.

- A. The financial records shall be audited annually by a certified public accountant.
- B. Financial reports should be provided to the board of directors at least four times per year and to the community annually.
- C. The integrity of its funding sources will be maintained. Any activities suspected of being fraudulent, abusive, or wasteful shall be reported. The rights and interests of the reporting staff shall be protected.

VII. Marketing

The appropriate processing of collected information and data is to be used internally by the corporation to improve the quality or delivery of services.

- A. Products and services offered are safe and fit for their intended uses.
- B. Communications about services offered are truthful.
- D. Appropriate internal processes exist for equitable adjustment and/or redress of grievances concerning the purchase of services.
- E. Information collected from customers will be confidential and used only for expressed purposes, and data, especially confidential customer data, will be safeguarded against unauthorized access.

VIII. Ethics Committee

A. Responsibility

1. The Code of Ethics Committee is responsible for reviewing and conducting investigations of alleged violations of the code of ethics, making non-disciplinary recommendations of actions to be taken when allegations are confirmed, regularly reviewing the code of ethics and recommending changes, and developing orientation training.

B. Memberships

1. Employees interested in serving on the committee should submit a letter to their supervisor, who will present it to the ethics committee for review and action. If recommended for the committee, the applicant must receive confirmation from the Division director before becoming a member.
2. Applicants must have been employees of the organization for a minimum of one year. Staff must be in good standing.
3. Members of the ethics committee can stay on the committee as long as they wish to as long as they are in good standing.
4. The committee will be comprised of at least 9 and no more than 11 members with the following representation.

Direct Care	= 34% or 3 members
Supervisor	= 33% or 3 members
Supervisor	= 22% or 2 members
Administration	= 11% or 1 member

5. A substantiated violation of the ethics code makes an individual ineligible for membership.

C. Decision-Making

1. When a quorum is present, a simple majority of the members present will be needed to take action.
2. A quorum is defined as 51% of the membership.

D. Frequency of Meetings

1. The committee will meet quarterly or as convened by the chairperson.

E. Chairperson

1. The chairperson of the ethics committee will be appointed by the Executive Director.

F. Attendance

1. A member who misses two or more consecutive meetings will be contacted by the chairperson, and the committee may recommend reconsideration of membership. The Executive Director will review and act on the recommendation.

D. Orientation

1. New members will be presented with a manual explaining the committee's responsibilities and meet with the chairperson.

E. Confidentiality

1. All business committees related to allegations of ethical misconduct are to remain confidential.

F. Conflict of Interest

1. Any member with a conflict of interest in any matter before the committee shall inform the chairperson of the issue and abstain from discussion and voting on the matter and will not in any way attempt to influence the action of any other member(s).

G. Allegations of Misconduct and Sanction

1. Employee(s) who believe that a colleague has violated the code of ethics shall report the incident as soon as possible of the alleged incident to the ethics chairperson via email at ethicscomplaints@bwdh.org, or **phone call at 810-388-1200, or a letter to 1362 River Rd. Building 1, St. Clair, MI 48079**

2. The Code of Ethics Committee will investigate the report within five (5) business days of receiving the report and complete the investigation with a final report completed within (15 to 30) days depending on the investigation. The Executive Director will review the final report.
3. If the Ethics Chairperson determines the allegation violates the Code of Ethics, the Chairperson will determine a sanction and resolution as part of their final report. The Executive Director must approve of any action. Possible actions include a letter to the employee and training for the prevention of future incidents.

H. Policy Conflicts

1. The Recipient Rights Policies in effect in St. Clair and Macomb County CMH and BWDH supersedes this Code of Ethics Statement if there is a conflict.

BLUE WATER DEVELOPMENTAL HOUSING, INC

CODE OF ETHICS

The following code applies to all employees of Blue Water Developmental Housing, Inc.

The following guidelines have been taken from the Code of Ethics as adopted by the Delegate Assembly of the National Association of Social Workers on October 13, 1960, and amended on April 11, 1967.

1. I regard as my primary obligation the welfare of the individual or group served.
2. I will not discriminate because of race, color, religion, age, sex, or national ancestry, and in my job, capacity will work to prevent and eliminate such discrimination in rendering service, in work assignments, and employment practices.
3. I give precedence to my professional responsibility over my personal interests.
4. I hold myself responsible for the quality and extent of the service I perform.
5. I respect the privacy of the people I serve.
6. I use responsibly information gained in professional relationships.
7. I treat with respect the findings, views, and actions of colleagues and use appropriate channels to express judgment on these matters.
8. I distinguish clearly, in public, between my statements and actions as an individual and as a representative of an organization.
9. I accept responsibility for working toward the creation and maintenance of conditions within agencies that enable workers to conduct themselves in keeping with this code.
10. I contribute my knowledge, skills, and support to programs of human welfare.

Signature of Employee

Date

CODE OF ETHICS COMPLAINT REPORT
Can be sent to ethicscomplaints@bwdh.org
Or by mail: 1362 River Rd. Building 1
St. Clair, MI 48079 By phone 1-810-388-1200

Name of Person Reporting (optional): _____

Date: _____

Program: _____

Date of Alleged Ethics Violation: _____

What Rule Does This Apply To: _____

Alleged Ethics Violation(s) (add additional sheet if necessary): _____

Signature of Reporter (optional) _____ Date _____

Signature of Ethics Committee Chairperson _____ Date _____

Signature of Executive Director _____ Date _____