



Grace House Ethics and Professional Relationships

1. Examples of behaviors that pose a conflict of interest and/or inappropriate boundary setting that are not acceptable in relationship to working in Grace House include but not limited to:
 1. venting inappropriate feelings towards patients: inappropriate feelings are defined as any feelings that jeopardize the welfare of a patient or place the needs of the staff before the needs of the persons served
 2. showing favoritism or preference towards a particular persons served
 3. portraying oneself to persons served or in the community as functioning as a therapist/counselor or in a treatment role, contrary to job function
 4. using privileged information and job time to meet personal, social, and/or sexual needs
 5. behaving in a manner that could be interpreted as sexual
 6. gossiping with persons served about other persons served and/or staff members
 7. relaying privileged/confidential information to one person served about another
 8. engaging in sexual acts with people enrolled in any of the various programs that comprise Grace House
 9. dual relationships
2. All Grace House staff must make every effort to avoid dual relationships that could impair professional judgment, create a conflict of interest or increase the risk of exploitation. Examples of such dual relationships include, but are not limited to, treatment of employees or family members, supervising close friends or relatives. Staff must notify Grace House Executive Director and/or Assistant Executive Director immediately when a dual relationship is identified. All Grace House staff are instructed to define their job function to persons served when

these individuals express an inclination to participate or interact with staff outside of the staff member's job responsibilities.

3. Grace House staff may only have professional contact with persons served during the time they are enrolled in the program and for 60 days after discharge/program end to follow transition into independent living. Peer support staff, licensed and certified clinicians must follow their individual licensing board code of ethics related to dual relationships.
4. Grace House staff may not engage in any personal social media communication with current or past patients. Examples of social media communication includes, but are not limited to, Facebook, Twitter now known as X, YouTube, Instagram, Pinterest, LinkedIn, Snapchat, Facetime, Text Messaging, PM/IM/DM, Video Calls, etc.). Grace House staff must follow Grace House guidelines regarding marketing Programs. Grace House Executive Director and/or Assistant Executive Director will create flyers and brochures using these guidelines. Persons served confidentiality and privacy shall be protected in all communication.
5. Grace House staff are to behave at all times in an ethical manner as defined by this policy and their own profession's ethical standards. Any staff member participating in behavior defined as unacceptable by this policy may be subjected to termination of employment and/or other disciplinary action.
6. Grace House Executive Director and/or Assistant Executive Director with knowledge of ethical violations must report to the appropriate Board within the State of Maryland. Grace House Executive Director and/or Assistant Executive Director must contact the Board of Professional Counselors to report to a peer support specialist, certified alcohol and drug counselors and licensed alcohol and drug counselors. Grace House Executive Director and/or Assistant Executive Director must contact the Board of Social Work to report a licensed social worker. Ethical violations must be reported within 48 hours to the appropriate board. Grace House staff may consult with the Executive Director and/or Assistant Executive Director regarding an ethical violation, but they can also make a report independent of supervisory feedback without risk of retaliation.
7. Grace House staff aware of ethical issues within contractual relationships must consult with the Executive Director and/or Assistant Executive Director for directive. Ethical issues are addressed directly in a diplomatic way with staff at agencies in which a contract exists.
8. Grace House staff may not accept gifts of money, gift cards, favors, remuneration, or other consideration from any person served. Grace House staff are prohibited from exchanging gifts, monies and gratuities from persons served. If Grace House staff unexpectedly encounter persons served working in the community, Grace House staff may present the typical gratuity percentage for the persons' served professional role.

9. Grace House staff must secure personal property (i.e. purses, wallets, mobile phones, etc.) in a safe location not visible to others. Grace House is not responsible for any loss or stolen personal items. Grace House staff shall immediately notify the Executive Director and/or Assistant Executive Director if personal property is missing.
10. Grace House staff may sign as a witness to treatment related consents and other legal documents at their discretion when a witness signature is required.
11. Grace House staff will notify Executive Director and/or Assistant Executive Director regarding incidents where persons served make verbal or written communication of any perceived physical or sexual threat or comments/suggestions of a sexual nature.
12. Individuals alleging violation of ethical codes may report the concern to: Executive Director and/or Assistant Executive Director, Clinical Director, or the State's Ethics Commission. Individuals may report ethical concerns without fear of reprisal. Grace House Executive Director and/or Assistant Executive Director investigates potential ethical violations within five to thirty days depending on the severity of allegations. Ethics violations may be reported by anyone to the appropriate Licensing Board as necessary.
13. Grace House staff will adhere to all laws, regulations, and policies to not discriminate on the basis of race, color, religion, age, disability, sexual preference, or national origin.
14. Grace House staff will not engage in any criminal conduct or the appearance of wrongdoing that would reflect negatively on Grace House.
15. Grace House staff agree to engage in professional growth and development through further education and training.
16. Grace House staff agrees to treat other staff and persons served with respect, professionalism, honesty, and maintain a positive, healthy, work environment.
17. Grace House is committed to providing a workplace that is professional and will not tolerate harassment and related offenses and provides a process for filing grievances and appeals.
18. Grace House staff is responsible for personal conduct and choices in the areas of drinking and mood-altering drugs.
19. Grace House seeks to understand diversity and cultural backgrounds of persons served.
20. Grace House complies with all applicable laws and regulations.