

Green Apple Counseling

1500 10th Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

POLICY: ETHICS

PURPOSE: Green Apple prides itself in ethical behavior. We live by this code of conduct, not only while at the office but also in our day-to-day life.

CONDUCT:

All employees are expected to follow the Code of Ethics from the APA, NAADAC, and NASW. In addition to:

- soliciting or engaging in sexual relations with the client or family member of Green Apple Counseling services;
- condone or engage in sexual or other harassment;
- engage in a dual relationship with a client or former client if the dual relationship has the potential to compromise the client's well-being, impair the licensee's objectivity and professional judgment, or creates or increases the risk of exploitation of the client.
 - If a dual relationship arises as a result of unforeseeable and unavoidable circumstances, the employee shall promptly take appropriate professional precautions.
 - Appropriate professional precautions must ensure that the client's well-being is not compromised, and that no exploitation occurs and should include consultation, supervision, documentation, or obtaining written informed consent of the client;
- Have personal contact with client through social media, personal email or personal phone number.
- Terminate a professional relationship for the purpose of beginning a personal or business relationship with a client;
 - accept gifts or gratuities of significant monetary value or borrow money from a client or former client within four years after termination of services, except when this is a culturally accepted practice;

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- interfere with or encourage termination of any legitimate personal relationship of a client, or interfere with a therapeutic relationship of another professional;
- intentionally, recklessly, or carelessly cause physical or emotional harm to a client
 - misrepresent or permit the misrepresentation of the licensee's professional qualifications, affiliations, or purposes;
 - perform within own scope of practice
 - misrepresent the type or status of license held by the licensee;
 - fail to indicate licensure candidate status in professional communications and documentation;
 - engage in any advertising which is in any way fraudulent, false, deceptive, or misleading
 - commit fraud or misrepresent services performed;
 - divide a fee or accept or give anything of value for receiving or making a referral;
 - exploit, as defined in ARM [24.219.301](#), in any manner professional relationships
 - provide professional services while under the influence of alcohol or other mind-altering or mood-altering drugs which impair delivery of services;
 - discriminate in the provision of services on the basis of race, creed, religion, color, sex, physical or mental disability, marital status, age, or national origin;
 - falsify, misrepresent, or fail to maintain supervision records as required by ARM [24.219.422](#);
 - fail to appropriately supervise a licensure candidate or a CBHPSS;
 - recommend a client seek or discontinue prescribed medication, or fail to provide a supportive environment for a client who is receiving prescribed medication;
 - engage in the practice when the licensee's license is inactive, has expired, is terminated, or has been suspended;
 - violate federal or state law regulating the possession, distribution, or use of a controlled substance, as defined by Title 50, chapter 32, MCA; or

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- be convicted of driving while under the influence of alcohol or drugs (DUI), or criminal possession of dangerous drugs at any time after issuance of a license, and within the two years preceding an application for licensure.
- All employees shall:
 - provide clients with accurate and complete information regarding the extent and nature of the services available to them, including the purpose and nature of any evaluation, treatment, or other procedures, and of the client's right to freedom of choice regarding services provided;
 - terminate services and professional relationships with clients when such services and relationships are no longer required or where a conflict of interest exists;
 - make every effort to keep scheduled appointments
 - notify clients promptly and seek the transfer, referral, or continuation of services pursuant to the client's needs and preferences if termination or interruption of services is anticipated;
 - conduct themselves in a way that fosters their own recovery and take personal responsibility to seek support and manage their wellness;
 - as mandatory reporters, report abuse to appropriate authorities and supervisors;
 - disclose any pre-existing relationships, sexual or otherwise, to supervisor(s) prior to providing services to that individual; and
 - report risk of imminent harm to self or others to the proper authorities and to their supervisor. When reporting, the minimum amount of information necessary will be given to maintain confidentiality.
- Support Services shall not engage or offer advice on the matters of diagnosis, treatment, or medications to the client or their counselor; or attempt to make appropriate referrals pursuant to the client's needs without counselors acknowledgement;
- Record keeping and Consent

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- obtain informed written consent of the client or the client's legal guardian prior to the client's involvement in any research project of the licensee that might identify the client or place them at risk;
- obtain informed written consent of the client or the client's legal guardian prior to taping, recording, or permitting third-party observation of the client's activities that might identify the client or place them at risk;
- except where required by law or court order, safeguard information provided by clients, and make reasonable efforts to limit access to client information in an agency setting to those staff whose duties require access;
- disclose to and obtain written acknowledgement from the client or prospective client as to the fee to be charged for professional services, and/or the basis upon which the fee will be calculated;
- make and maintain records of services provided to a client.
- engage in or promote behaviors or activities that would jeopardize the CBHPSS's recovery or the recovery of those they serve.
- Any violation of this rule constitutes unethical conduct:
- Any violation will be considered an incident and an incident report will be filed by person who suspects unethical behaviors and given to administrator.
 - It will be reviewed and investigated by administrator and Medical director
 - If necessary, the incident will be reported to the Licensing board or appropriate state department by administrator
 - Training on Ethics will be reviewed by employee and supervisor.
 - Termination of employment may occur if unethical action is founded.
- All violations will be documented and put in employees folder.

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