



# Ethical Code Of Conduct

Diamond Recovery endorses alcoholism and substance abuse as a complex illness which interferes with a person's physical health, mental wellness, interpersonal relationships, family welfare and employment. We believe a person abusing substances and alcohol can reclaim a healthy life through ethical, individualized treatment which focuses on holistic healing of the mind, body and spirit.

Diamond Recovery providers also assume responsibility and accountability in our provision of treatment services, management practices, staff relationships, relationships with the community and in our marketing in full compliance with all applicable laws and regulations. Diamond Recovery also pledges to only do business with other ethical and like minded businesses and organizations.

To help assure such responsibility and accountability Diamond Recovery has this Ethical Code of Conduct which each employee must read, accept and comply with upon joining our organization. This code describes the values, standards and expectations which apply to all parts of our organization. It is expected that personnel and members of the governing authority will perform their duties in compliance with all federal, state, and local regulations in accordance with guidelines set forth in this policy. Violation of guidelines within the Code of Conduct Policy can lead to disciplinary actions up to and including termination of employment..

- **Professional Conduct**

- Diamond Recovery personnel will respect the rights of our clients which includes the right of the client to make autonomous decisions and participate in every aspect of their care. Personnel will be ethical, fair and honest in their work and respect client confidentiality while upholding professional standards of practice.

- **Personal & Professional Conduct**

- Diamond Recovery personnel will limit relationships with clients to their defined professional role. Personnel will conduct themselves in a

professional, moral and ethical manner. Romantic or sexual relationships with clients are not permitted.

- Personnel are not permitted to engage on social media or provide personal contact information to clients.
- **Business Marketing & Outreach Practices**
  - Diamond Recovery will conduct marketing and outreach in an honest and factual manner which adheres to the highest ethical and professional standards. Financial or monetary rewards or gifts will not be used to entice clients to enter our program.
- **Potential Conflicts of Interest**
  - Diamond Recovery personnel will not engage in outside business, personal or other relationships with clients according to the ethical standards of our profession. Personnel should avoid seeking outside employment that may cause an actual or perceived conflict of interest without expressed written permission of Leadership.
- **Medical Necessity, Fees & Billing**
  - Personnel will only provide services to clients which are clinically necessary and are consistent with generally accepted standards for treatment. All ethical guidelines regarding fees, billing, and collecting funds will be followed.
- **Personal & Confidential Information**
  - Diamond Recovery will protect confidential client, personnel and business information. Confidential client information will not be shared except with permission from the client or as required by confidentiality laws. Personnel is responsible for adhering to the current guidelines regarding use of electronically transmitted communication.
- **Business Practices**
  - Diamond Recovery will utilize a Compliance Officer to ensure that it conducts business in an ethical manner and ensure that any business practices that are questionable, or reported concerns are thoroughly investigated without any form of retaliation.
- **Creation & Retention of Records**

Records of clients, personnel, and other company records will be accurately prepared, maintained and protected consistent with organizational policies and legal requirements.
- **Government Investigation**
  - Diamond Recovery and its personnel will fully cooperate with authorized governmental investigations and audits as required by applicable and ethical standards.

- **Prevention of Improper Referrals or Payments**
  - Personnel will not accept monetary gifts or anything of value nor offer them in exchange for referrals.
- **Antitrust Regulations**
  - Diamond Recovery will comply with all federal and state antitrust laws as required.
- **Witnessing of Legal Documents**
  - Personnel are not permitted to sign as a witness of any legal documents, including, but not limited to powers of attorney, guardianship, or advance directives. Persons making the request should be referred to follow-up with a notary, attorney, or medical doctor, as appropriate

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Employee Name

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Date

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Employee Signature