

Exhibit B: Board Code of Ethics

Macomb County Community Mental Health Board

The Board's code of ethics lists activities that our employees, individual contractors, and vendors may and may not engage in while employed/contracted by the Board. They are provided as a means of defining integrity, honesty, and legal behavior. All Board employees, individual contractors, and vendors shall accept the code of ethics and meet their requirements as a condition of employment/contract.

- All books, records, and documentation at the Board shall be kept accurately and on a timely basis. This includes all documents including but not limited to consumer medical charts, billing documents, and invoices.
- The Board shall seek to buy from suppliers and vendors at the lowest possible price.
- The Board shall treat consumer's assets and property with respect and demand that others do the same.
- The Board shall adhere to our charitable purpose of providing behavioral health care to our community.
- The Board shall maintain high ethical standards in the provision of care and medical research.
- The Board expects licensed professionals to abide by the ethical code of their respective profession, in addition to these standards of conduct.
- The Board shall seek to be cost-effective while not sacrificing the quality or appropriate level of care for financial reasons.
- The Board shall not seek remuneration in any form from any contractors, suppliers, providers or other health care entities that seek to do business with it.
- When seeking reimbursement from any health care program or third-party payer, the Board shall honestly and accurately indicate the level of care provided.
- The Board shall employ and associate with ethical, qualified individuals.
- The Board shall not provide or accept remuneration of any kind when providing or accepting referrals.
- The Board shall not engage in conduct prohibited by the antitrust laws including monopolistic behavior or price-fixing.
- The Board shall not discriminate against employees or consumers on the basis of race, religion, gender, ethnic origin, religious affiliations, or other legally protected status.
- The Board shall comply with all applicable laws, statutes and ordinances of the federal, state and local governments in the performance of its duties.

- If the Board violates federal or state law it shall report the violation and take the necessary action to correct the harm caused by the violation.

In addition, the Board has set forth ethical standards in the following areas:

Conduct Toward Consumers

1. Each Board employee/individual contractor shall provide consumers with accurate and complete information regarding the extent and nature of the services available to them.
2. Each Board employee/individual contractor shall treat consumers with respect, courtesy, and fairness during both face-to-face, telephone, and written communications.
3. Each Board employee/individual contractor shall protect each consumer's human rights, civil rights, and code-protected rights, which are set forth throughout Chapter 9 of the Board Administrative Manual.
4. Each Board employee and individual contractor shall not discriminate against, harass, or deny treatment or services to any consumer because of his/her race, color, religion, gender, national origin, marital status, age, political affiliation, disability, known association or relationship with an individual with a disability, other legally protected status, or socioeconomic status.
5. Each Board employee / individual contractor shall comply with the letter and spirit of the laws and policies of the Board Administrative and MCO Manuals in providing services to consumers.

Confidentiality

1. Board employees/individual contractors shall respect the privacy of consumers and abide by the policies pertaining to recipient confidentiality.
2. Board employees/individual contractors shall not disclose written or oral information specific to identifiable consumers and service to such consumers in unauthorized areas, which shall include, but are not limited to, the following:
 - a. Lobbies and waiting rooms;
 - b. Hallways, stairways and elevators;
 - c. Bathrooms;
 - d. Eating/lounging/smoking areas;
 - e. Walkways, parking lots, picnic areas, etc. and
 - f. Any area in which privacy is not ensured or cannot be provided.
3. Board employees/individual contractors shall discuss the provision of services or status of cases regarding identifiable consumers only for business purposes and only with parties directly and professionally concerned with them.

4. If, in any social or casual setting away from a direct or contract service site, any Board employees/individual contractors encounter a consumer of Board's services, he/she shall not indicate that they are acquainted with the consumer through the Board. If possible, the employee/individual contractors shall inform the consumer of any impending circumstances which are likely to affect the consumer's confidentiality; i.e., cause the consumer to explain how he/she knows the employee/contractor.
5. Written or oral recipient information disseminated to a recipient, a staff member, or an individual Board contractor shall be conducted in such facility areas which assure its confidentiality from other consumers or staff who do not possess a need to know basis for sharing the information
 - a. Doors, windows, etc. shall be shut if, when open, orally disclosed information could be heard by unauthorized persons.
 - b. Written disclosed information shall not be left outside of a file cabinet when it is easily accessible to unauthorized persons, i.e., on an unattended counter, on a desk in an unlocked room, near a copying machine, etc.
 - c. If the disclosure of information takes place in a room with glass walls, the consumer information shall not be displayed on a chalkboard, bulletin board, or near the glass if doing so would make it visible to unauthorized persons.
 - d. Computer terminal screens shall be positioned so that confidential information shall not be visible to persons in the waiting areas.

Relationships With Consumers

1. Board employees/individual contractors shall not exploit their relationships with consumers for personal advantage.
2. Board employees/individual contractors shall not accept money, goods, services, or other non-monetary remuneration, except for service fees paid to the Board, from consumers in exchange for services.
3. Board employees/individual contractors shall not knowingly enter social relationships, including romantic and sexual encounters, or business transactions with consumers.

Conduct Toward Colleagues and Other Employees/Contractors

1. Board employees/individual contractors shall cooperate with each other to promote the efficiency and effectiveness of services to consumers.
2. Board employees/individual contractors shall create and maintain conditions that facilitate an ethical and competent workplace.
3. Board employees/individual contractors shall treat fellow staff members with dignity, respect, courtesy, and fairness during both face-to-face, telephone and written communications.