

## NORTH COUNTRY COMMUNITY MENTAL HEALTH ADMINISTRATIVE MANUAL

**CHAPTER:** Three – Human Resources  
**POLICY NAME:** CODE OF ETHICS  
**EFFECTIVE DATE:** May 1, 2026

### **PURPOSE**

To define the ethical standards for North Country Community Mental Health (NCCMH) and its employees, volunteers and contract providers.

### **APPLICATION**

North Country Community Mental Health Employees, Volunteers and Contract Providers

### **POLICY**

It is the policy of North Country Community Mental Health that all employees, volunteers and contract providers shall conduct client care, business operations, and contractual relationships in an ethical manner consistent with its mission, vision, core values and these ethical standards. Further, NCCMH recognizes and supports the licensing entities and professional ethical codes.

The Code of Ethics will be reviewed with new staff during orientation. Written acknowledgement of the employee's agreement to abide by these ethical standards will be maintained within the Relias training platform. Ongoing staff training will occur bi-annually. Staff failing to abide by these ethical standards will be subject to disciplinary action up to and including termination of employment.

### **ETHICAL STANDARDS**

1. **The principle of beneficence.** Promote good; do the right thing; enhance welfare.
2. **The principle of non-maleficance.** Do no harm. Do not exploit one's position of power or influence for personal gain or gratification. Do not condone or engage in any dual or multiple relationships in which there is a risk of exploitation or potential harm to another.
3. **The principle of autonomy.** Focus on the centrality of the individual receiving services. Promote and support client rights to choose and self-determination.
4. **The principle of fairness and justice.** Distribute resources equitably. Perpetuate individual, civil, and human rights, including rights to privacy, dignity, confidentiality, and choice. Confront discrimination and stigma.
5. **The principle of veracity.** Provide accurate and clear information regarding the extent and nature of the services available to clients. Keep promises and agreements. Maintain personal and professional integrity.
6. **The principle of informed consent.** Provide information about options, risks, and potential consequences of choices regarding treatment, support, and services.
7. **The principle of privacy and confidentiality.** Respect individuals' rights to control information about themselves. Adhere to Policies and Procedures on Rights of Service Recipients and Recipient Rights System of the Michigan Mental Health Code and HIPAA Privacy and Security laws.
8. **The principle of mandatory reporting.** Staff will comply with all mandatory reporting statutes and laws pertinent to client care treatment.
9. **The principle of honesty in billing services.** Individuals are charged only for services actually provided, which are summarized on an itemized list including dates of services. Individuals receive full disclosure regarding the source of reimbursement for their care.
10. **The principle of competence.** Ensure personal and professional competence of staff in accordance with job duties and agency policies and procedures regarding maintaining skills and competencies. Continue to develop skills and knowledge and apply them to work activities.

11. **The principle of consultation.** Seek advice and counsel of colleagues and supervisors whenever such consultation is indicated to ensure that actions being taken are in the best interest of the client.
12. **The principle of trust in marketing.** Strive for good faith and avoidance of deception in service design, communication, and delivery.

**REFERENCE:** CARF Behavioral Health Standards Manual  
Michigan Mental Health code 330.1722  
DCH Administrative Rule R330.7001

**REVIEWED:** 11/19/12; 06/01/15; 06/10/19; 06/11/25

**REVISED:** 05/17/07; 08/20/09; 10/10/11; 10/09/17; March 24, 2026

**APPROVED BY SIGNATURE:**

 _____ Chief Executive Officer	04/22/2026 _____ Date
 _____ NCCMH Board Chair	04/22/2026 _____ Date

**NORTH COUNTRY COMMUNITY MENTAL HEALTH  
CODE OF ETHICS  
STAFF ACKNOWLEDGMENT**

I, \_\_\_\_\_, hereby acknowledge that I have received and read the North Country Community Mental Health Code of Ethics Policy, dated \_\_\_\_\_ and agree to abide by these standards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date