

## CODE OF ETHICS AND CONFIDENTIALITY STATEMENT

All employees of RCIL are required to read and sign a Code of Ethics and Confidentiality Statement as follows:

### A. Code of Ethics/Professional Responsibilities

1. While employed at RCIL, I will be knowledgeable of and abide by the concept of the independent living philosophy, making every effort to consistently act in accordance with it.
2. In order to ensure that all services are consumer-driven, I will, to the best of my ability, present all options to consumers in order to enable them to access necessary resources.
3. I will not discriminate against or refuse professional services to anyone on the basis of race, age, sex, sexual orientation, religion, national origin, marital status, veteran status, disability or any other protected classification.
4. I will have a continuing commitment to assess my own personal and professional strengths, limitations and effectiveness. I will request support and seek additional training, as needed.
5. I will assist consumers in obtaining other services in addition to those provided by the Center and me.
6. I will enter information into consumer files in an objective, clear, and concise manner.
7. If I am unable to provide services requested by a consumer, I will assist the consumer in accessing services requested, i.e., referral for assistance to other staff or other appropriate agency.
8. While I am an employee of RCIL, I acknowledge that all documents and information including plans, projects, programs, and all consumer and supplier lists are and shall remain the exclusive property of RCIL. In the event my relationship with the Center terminates, that information will not be used for my personal gain or benefit.
9. When acting as a representative of RCIL, I agree, to the best of my ability, to accurately represent the Center's policies and position on issues.

### B. Confidentiality

1. I will respect the privacy of consumers and hold in confidence all information, including, but not limited to, protected health information (PHI) as defined in RCIL's Policies and Procedures Manual obtained in the course of professional service. Therefore, I will not discuss consumer confidences with anyone except: (a) as mandated by law; (b) to prevent a clear and immediate danger to a person or persons; (c) if I am a defendant in a civil, criminal or disciplinary action arising from the relationship (in which case consumer confidences may only be discussed in the course of action); (d) when appropriate, share confidential information with staff for purpose of peer consultation and/or supervision.
2. I will reveal only pertinent information by personal permission from the consumer via an authorization that must be reconfirmed and dated at the time of each request for such information. This may be confirmed by phone or in person, to be immediately followed by written authorization.
3. I will be responsible for the storing, updating, and appropriate disposal of consumer records in ways to maintain confidentiality.
4. I will exhibit a professional attitude that upholds confidentiality towards consumers, family members, and colleagues.
5. I, upon termination of employment from RCIL, will maintain all confidences gained while in the Center's employ.
6. I will, upon termination of employment from RCIL, return all property of RCIL, no matter what format it may be in.
7. I will become familiar and comply with local, state, and federal laws regarding confidentiality that are applicable to the scope of my responsibility as defined and outlined in RCIL's Policies and Procedures Manual.

**I have read and understand this Code of Ethics and Confidentiality Statement and agree to adhere to them.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_