



The Human Development Center, Inc. Policy & Procedure	Policy #202	
<input checked="" type="checkbox"/> Milw County <input checked="" type="checkbox"/> T19	Effective Date: 06/01/2011	Subject: ETHICS AND BOUNDARIES

I. POLICY

The Human Development Center, Inc. services are dedicated to building upon the strengths of the youth and family, increasing client independent and empowering families. All Human Development Center, Inc. management and staff will engage in professional behaviors and maintain ethical standards of practice with clients, colleagues and the community. The Human Development Center, Inc. subscribes to ethical standards of practice that promote professional responsibility, protect client's rights and keep client's interests primary.

I. PROCEDURE

It is the responsibility of The Human Development Center, Inc. staff to adhere to the following ethical conduct guidelines.

- A. Treat youth and families with dignity, respect and fairness.
- B. Respect confidentiality of youth and family by not disclosing confidential information without having authorized release of information. Avoid discussion of confidential information in any setting unless privacy can be ensured per HFS92.
- C. Avoid dual relationships with youth/families or former youth/families with whom there is risk of exploitation or potential harm to the youth/family. In instances where dual relationships are unavoidable, staff should take steps to protect youth and are responsible for setting clear, appropriate and cultural boundaries. (Dual relationships occur when staff relates to youth/families in more than one relationship, whether professional, social or business.)
- D. Do not accept "friend" or contact requests from current or former clients or family members on any social networking site (Facebook, LinkedIn, etc.) adding clients as "friends" or contacts on these sites can compromise your clients' confidentiality, as well as your privacy. It may also blur the boundaries of a therapeutic, professional relationship. Inviting or allowing them into your personal life. This can send mixed and confusing messages to clients.

Do not use mobile phone text messaging or messaging on social Network sites such as Twitter, Facebook or LinkedIn to contact clients. Discourage

clients from using these methods to contact you. Such correspondence is vulnerable to confidentiality violations.

Email correspondence with clients is discouraged. Email is not completely secure or confidential. Email correspondence is retained in the logs of internet service providers and may be considered a part of the legal client records

Phone calls should be defined as the best way to contact youth and families.

- E.** Must not physically, verbally or sexually abuse a youth, relatives or other individuals who reside with the youth and/or with whom the youth has a close personal relationship.
- F.** Possess knowledge base of youth's culture and demonstrate competence in providing services.
- G.** Under no circumstances engage in sexual activities or contact with current youth/families enrollees, relatives or other individuals that reside with the youth and/or with whom youth/families have a close personal relationship.
- H.** Treat all youth/families fairly, without prejudice in regard to mental or physical disability or characteristics, race, sex, sexual orientation, age or religious beliefs and/or practices.
- I.** Avoid the use of derogatory language in written and/or verbal communication to or about youth/families.
- J.** May not accept payment of a private fee or other monetary compensation from a youth or family for providing services to youth/family that is services though The Human Development Center, Inc. or other available providers.
- K.** Follow the code of ethics of each respective profession (as/if application).
- L.** Treat colleagues with respect and courtesy; represent fairly the views of colleagues.
- M.** Take adequate measures to discourage, prevent and correct the unethical conduct of colleagues.
- N.** Use reasonable judgment and take precautions to ensure that any potential biases do not lead to or excuse unjust practices.
- O.** Report financial interests in any agencies providing service to youth/families through the provider Network.
- P.** Avoid exploitation of professional relationships for personal or financial gain.
- Q.** Avoid conflicts of interest that interfere with professional responsibility and impartial judgment.
- R.** Know and follow the rule/laws of each respective license as granted by the State of Wisconsin Department of licensing and regulation (as/if applicable).
- S.** Must not willfully misrepresent The Human Development Center, Inc. Service.

