



Child & Family Services
of Northwestern Michigan
Strengthening the Fabric of the Family Since 1937

THIRDlevel
Third Level Crisis Intervention Center, Inc.

Code of Ethics

- **The principle of beneficence.** Promote good; do the right thing; enhance welfare.
- **The principle of non-maleficence.** Do no harm. Do not exploit one's position of power or influence for personal, including financial, gain or gratification, or for retaliation, reprisal or retribution. Do not condone or engage in any dual or multiple relationships in which there is a risk of exploitation of or potential harm to another.
- **The principle of autonomy.** Focus on the centrality of the individual receiving services. Promote and support consumer rights to choice and self-determination.
- **The principle of fairness and justice.** Distribute resources equitably. Perpetuate individual and civil rights, including rights to privacy, dignity, freedom from humiliation, and confidentiality. Confront discrimination and stigma.
- **The principle of integrity.** Provide accurate and clear information regarding the extent and nature of the services available to consumers. Keep promises and agreements. Maintain personal and professional integrity.
- **The principle of informed consent.** Provide information about options, risks, and potential consequences of choices regarding treatment and services.
- **The principle of privacy and confidentiality.** Respect individuals' rights to control information about themselves.
- **The principle of mandatory reporting.** Comply with the Child Protection Law and other statutes governing mandatory reporting.
- **The principle of honesty in billing services.** Individuals and organizations 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.
- **The principle of accurate, accountable witnessing of documents.** In any situation where deemed necessary, CFS will regard the witnessing of signature to be accurate and accountable. When required, the signature may be witnessed by a notary public. A person chosen to witness a document should have no financial or other interest in that document.
- **The principle of truthful marketing.** Marketing materials accurately and truthfully reflect only the services available and specific level of licensure and/or accreditation.
- **The principle of appropriate admission.** Individuals are informed as soon as possible about any limitations placed on the duration of service.
- **The principle of conflict of interest.** Individual and organizational relationships with other entities must not compromise the agency mission to the individuals served or the community.
- **The principle of personal fundraising.** Solicitation and distribution for personal cause must not interfere with business practices. Clients shall not sell items on behalf of employees nor shall they be solicited to purchase items from employees. Personnel shall not use CFS bulletin boards for their personal use. Personal fundraising shall be done outside of business hours and separate from the business of CFS.