



LatinX Recovery Center Inc.
Admin@latinxrecoverycenter.org
971-232-0862.
Beaverton, Oregon

LATINX RECOVERY CENTER INC.

Code of Conduct and Ethics.

Article #1

- 1.1** The rules and standards of conduct of LATINX RECOVERY CENTER INC are essential for productive and effective work within the organization, employees must become familiar with the Organization's norms and be prepared to follow them, including its rules and standards.
- 1.2** Unpermitted behaviors and other forms of misconduct may result in disciplinary action, up to and including termination of employment.
- 1.3** Theft or improper removal/possession of organization property.
- 1.4** Falsification of records of any type of record or documents without exception.
- 1.5** Possession, distribution, sale, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace.
- 1.6** Fighting or threatening violence in the workplace.
- 1.7** Making maliciously false statements about co-workers.
- 1.8** Threaten, intimidate, coerce or interfere in any way with the work performance of co-workers or visitors.
- 1.9** Negligence or inappropriate conduct that causes damage to the property of the company or the client.
- 1.10** Violation of safety or health regulations.
- 1.11** Smoking in or near the workplace, contact your supervisor for smoking policies.
- 1.12** Sexual harassment or other unlawful or unwanted harassment.
- 1.13** Absenteeism or excessive absences.
- 1.14** Unauthorized use of telephones, computers or other company-owned equipment.
- 1.15** Unauthorized disclosure of any "trade secret" or other non-public confidential or proprietary information related to the organization's products, services, customers, or processes.
- 1.16** Other forms of misconduct not listed above may also result in disciplinary action and may include immediate dismissal from employment.
- 1.17** If you have questions about the standards LATINX RECOVERY CENTER INC contact the Director of Human Resources.
- 1.18** Respect the rights, dignity, privacy and confidentiality of people always participating in the services.



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- 1.19** Respect the right to privacy of those receiving support once private information is shared, confidentiality standards apply.
- 1.20** Respect confidential information shared by clients or related participants enrolled in the institution
- 1.21** Comply with all applicable federal and state confidentiality laws and guidelines. (In accordance with Part 2, Title 42, Code of Federal Regulations and HIPAA requirements).
- 1.22** Discuss with people involved in the services and other interested parties the nature of confidentiality and the limitations of the right to confidentiality.
- 1.26** Keep up to date with new developments in theories, methods and approaches to recovery, resilience and well-being and disciplines/systems related to those who interact with those participating in services.
- 1.27** Accept responsibility for continuing education and professional development as part of your commitment to providing quality services.
- 1.28** Become familiar with local resources for self-sufficiency, including benefits and employment opportunities and community support resources.
- 1.29** Never engage in romantic or sexual/intimate activities with people participating in the services or their families or related parties.
- 1.30** You will not provide services to people with whom you have had a previous romantic or sexual relationship.
- 1.31** You will not participate in exploitative relationships, sexual or financial or of any nature.
- 1.32** Follow federal, state and local laws that apply depending on the position.
- 1.33** Inform appropriate persons when disclosure is necessary to prevent serious, foreseeable and imminent harm to the persons served or other identifiable persons.
- 1.34** In all cases, all employees of the organization must disclose the least amount of confidential information related to customers.
- 1.35** Act in accordance with the highest standards of professional integrity.
- 1.36** Avoid relationships or commitments that conflict with the interests of the people participating in the services.
- 1.37** Conduct yourself in a manner that does not jeopardize the integrity of the relationship with any participant or staff of the organization.
- 1.38** Seek supervision to manage any actual or potential conflict when and if a dual relationship is unavoidable.
- 1.39** Follow the organization's policies and guidelines regarding.



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1.40 Do not accept any type of incentive gifts or any good or service from clients, this type of practice will lead to immediate dismissal.

1.41 Do not lend, nor receive money or payments for any reason from participants or clients, communicate this situation to your supervisor immediately.

1.42 Demonstrate responsibility in fulfilling the commitments assigned to your position.

1.43 Will not commit fraud, waste of the organization's assets and resources

1.44 Cooperate with complaint investigations and provide information requested during the investigation.

1.45 You will not obtain any certification, certificate, letter of recommendation through fraud or deception.

1.46 Promote ethical decision making and personal responsibility.

Article #2

2.1 The organization's personnel are aware of their own values, attitudes, beliefs and behaviors, they will avoid imposing values that are incongruent with the goals of the client or the organization.

2.2 Sexual or romantic relationships with former clients, their partners, or family members are prohibited for a period of 5 years following the last professional contact.

2.3 The employee will not abandon or neglect the load which was assigned to him, or this will lead to immediate dismissal.

2.4 Mentors or navigators or any person who is part of the LATINX RECOVERY CENTER INC organization who needs to discuss topics related to confidential information with a participant or client, this will only be possible in the indicated environments that benefit confidentiality.

2.5 Mentors, counselors, peer Support Specialists, navigators are required to comply with the LATINX RECOVERY CENTER INC. code.

2.6 Mentors, counselors, navigators, peer support specialists are required to respect professional boundaries around work.

2.7 Mentors, counselors, navigators, peer support specialists. They will only award licenses or certifications that are up to date and current.

2.8 Mentors, counselors, navigators, peer support specialists will not engage in or tolerate sexual harassment.

2.9 Mentors, counselors, peer support specialists, navigators will not endorse or engage in discrimination based on age, culture, disability, ethnicity, race, religion or spirituality, sex, gender identity, sexual orientation, marital status, association, language preference, social class or any other form of discrimination prohibited by law.



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2.10 Mentors, counselors, peer support specialists, navigators will not engage in discrimination based on age, culture, disability, ethnicity, race, religion or spirituality, sex, gender identity, sexual orientation, marital status, partnership, preference language, social class or any other form of discrimination prohibited by law.

2.11 Mentors, counselors, peer support specialists, or navigators will not engage in discrimination based on age, culture, disability, ethnicity, race, religion or spirituality, sex, gender identity, sexual orientation, marital status, language preference, social class or any other form of discrimination prohibited by law.

2.12 will recognize that culture affects the way customer problems are defined. The client's cultural experiences and socioeconomic status should be taken into account when diagnosing a mental disorder.

2.13 Mentors, counselors, navigators, peer support specialists who are considering entering into contact or a relationship with a former client should seek documented consultation or supervision prior to initiation.

2.14 Behavioral Health professionals and mentors, counselors, navigators, peer support specialists will know that each client has the right to the physical, social, psychological, spiritual and emotional care required to meet their needs. Providers will refer to culturally and linguistically specific resources. . appropriate when a client has an impairment that is beyond the scope.

2.15 Service or recovery plans Behavioral Health professionals and mentors, counselor, peer support specialist, navigators must create recovery service plans in collaboration with their client. Service or recovery plans will be continually and intentionally reviewed to ensure its usefulness and validity.

2.16 Service Coverage Behavioral Health professionals and mentors, counselors, navigators, peer support specialists must make the necessary coverage arrangements to accommodate interruptions such as vacations, illness or unexpected situations.

2.17 Behavioral Health Professionals and Mentors, Counselors, Navigators, Peer Support Specialists should not engage in the uninvited solicitation of potential clients who are vulnerable to undue influence, manipulation or coercion due to their circumstances.

2.18 Behavioral Health professionals and mentors, counselors, navigators, peer support specialists are prohibited from engaging in personal or romantic relationships, whether electronic, text message, or virtual with current or former clients.

2.19 Behavioral Health professionals and mentors, counselors, peer support specialists will notify the client, during the informed consent, of the specific procedures for the client's access to records. Behavioral Health professionals must provide the client, upon request by In writing, reasonable access to documentation relating to him or her providers shall protect the confidentiality of any other person contained in the records. Providers will limit clients' access to their records, and provide a summary of the records, when there is evidence that complete access could cause harm to the client, a treatment summary that includes dates of service, diagnoses, treatment plan treatment. and treatment progress Providers seek supervision or consultation before providing documentation to a client and shall document the reasons for



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disclosing or limiting access to records. Providers will provide assistance and consultation to the client regarding the interpretation of service records.

2.20 Courts: Mentors, counselors, peer support specialists, and behavioral health professionals who are ordered by a court to disclose confidential information will attempt to obtain written informed consent from the client and should attempt to take steps to limit disclosures as strictly as possible due to potential harm to the client or Behavioral Health care relationship, and will provide only the information necessary to comply with a court order.

2.21 Essential Only Behavioral Health professionals and mentors, counselors, peer support specialists, navigators will disclose only essential information when circumstances require the disclosure of confidential information.

2.22 Behavioral Health professionals and mentors, counselors, peer support specialists, navigators will protect the confidentiality of deceased clients by upholding legal mandates and documented client preferences.

2.23 Behavioral Health professionals and mentors, counselors, peer support specialists must create or comply with organizational, state, and federal policies and procedures regarding the storage, transfer, and disposal of confidential client records. Providers must maintain client confidentiality at all times. . the means and forms of documentation. Behavioral Health professionals and peers will store, protect, and dispose of client records in accordance with state and federal laws, accepted professional standards, and in a manner that protects client confidentiality.

2.24 Behavioral Health professionals and mentors, counselors, peer support specialists must obtain informed consent and written permissions and authorizations before videotaping, audio-recording, or allowing third-party observation of any client interaction or group therapy session. . . Customers must be fully informed about the recording, its purpose, who will have access, its storage and its deletion. Exceptions to the restrictions on third-party observations will be limited to agency interns, interns, interns, or trainees.

2.25 Multidisciplinary care, medication and substance abuse Behavioral Health professionals and mentors, counselor, peer support specialist, navigators will work to educate medical professionals about substance use disorders, the need for primary treatment for these disorders and the need to limit the use of mood-altering chemicals that are often contraindicated for people in recovery.

2.26 Diversity Values: Behavioral Health professionals and mentors, counselors, peer support specialists do not discriminate based on race, ethnicity, gender identity, sexual orientation, disability status, or veteran status. Behavioral Health professionals and peers must be informed and aware of the cultural, individual, social and role differences among the clients they serve. They will provide services that demonstrate appropriate respect for the fundamental rights, dignity and worth of all clients. Providers should maintain an interpersonal, other-oriented stance and accept the cultural identities of the other person (client, colleague, peer, employee, employer, volunteer, supervisor, supervisee, and others). They will develop an understanding of their own personal, professional and cultural values and beliefs.



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Providers will recognize what personal and professional values may align or conflict with the client's values and needs. Suppliers will not use cultural or value differences as a reason to discriminate.

Article #3

3.1 Equity Practices: Behavioral Health professionals and mentors, counselors, peer support specialists will respect the roles of family members, social supports, and community structures, hierarchies, values, and beliefs within the client's culture. Providers should consider the impact of adverse social, environmental, and political factors when assessing concerns and designing interventions. Use methodologies, skills, and practices that are evidence-based and based on outcomes for the populations they serve. serves providers continuing professional development opportunities to develop specialized knowledge and understanding of the groups served providers will gain the knowledge and training necessary to maintain humility and sensitivity when working with clients of diverse backgrounds will support and advocate for Recruitment and retention of professionals and other service providers representing diverse cultural groups shall provide or advocate for the provision of professional services that meet the needs of linguistically diverse clients. Providers shall provide or advocate for the provision of professional services that meet the needs of linguistically diverse clients. needs of clients with various disabilities will recognize that conventional counseling styles may not meet the needs of all clients. Providers will open a dialogue with the client to determine the best way to serve the client. Providers should seek supervision and consultation when working with individuals with specific cultural needs.

3.2 Cultural Context Behavioral Health professionals and mentors, counselors, peer support specialists must use assessments and evaluations appropriately within the counseling process. Clients' personal and cultural contexts are considered when assessing a client. Professionals recognize and understand that culture influences how clients' concerns are defined and experienced. Providers are aware of historical trauma and social biases in the misdiagnosis and pathologization of specific individuals and groups. Providers will develop awareness of their own and others' prejudices and biases and address their own and others' biases that professionals should consider. client's cultural experiences in diagnosing and planning treatment for mental health and substance use disorders.

3.3 Equity in Supervision and Training Behavioral Health supervisors and supervisors and educators and mentors, counselor, peer support specialist must offer educational learning content and experiential opportunities related to multiculturalism and cultural humility throughout their programs. Behavioral Health supervisors and peer supervisors will need to be aware of and address the role of multiculturalism in the supervisory relationship between supervisor and supervisee. Behavioral Health supervisors and supervisors and peer educators will be required to provide appropriate accommodations that meet the needs of each participant.

3.4 Documentation of Ethical Dilemmas Behavioral Health professionals and mentors, counselors, peer support specialists should use and document, when appropriate, an ethical decision-making model when faced with an ethical dilemma a viable ethical decision-making model shall include, but is not limited to: (a) supervision or consultation regarding the concern; (b) consideration of relevant ethical standards, principles and laws; (c) generation of possible courses of action; (d) risk analysis.



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Article #4

4.1 Respect and understand that all people with mental health problems and addictions can recover and that in recovery their journey and process are unique for each person.

4.2 The role of mentors, counselors, peer support specialists is mainly to support and not violate people's choices but to offer support to achieve their appropriate objectives or goals, and to offer social resources as the person requests them.

4.3 These are the fundamental services that LATINX RECOVERY CENTER INC, and the mentors, counselor, peer Support Specialist, should not provide other types of services, general recovery support, support with navigation systems, help finding and obtaining community resources. support to build and generate natural support, support to achieve educational goals, addiction recovery and wellness-oriented mentoring, other supports as requested by the person.

Article #5

5.1 Responsibilities of participants in the services, each person has the right to be informed about these policies, supervisors, educators, mentors, counselors, peer support specialists are required to explain this information to each person interested in entering the services.

5.2 Arrive at prior scheduled appointments, any event agreed upon with the staff.

5.3 Notify in advance if you wish to change your previously scheduled appointment.

5.4 Contact any member of the LATINX RECOVERY CENTER INC team regarding any dissatisfaction with the services.

5.5 Participate in quarterly reviews of recovery and service aircraft.

5.6 All people who participate in services have the right to be respected for their freedom of religion.

5.7 All people within or related to the organization must be treated with dignity and respect without any form of stigma or discrimination.

5.8 At all times and under any circumstances, people participating in the services are required to give written informed consent before starting the services.

5.9 Mentors, counselors, peer support specialists are required to provide their services regardless of socioeconomic status, age, gender, sexual orientation, religious orientation, cultural preferences, linguistic origins or political affiliations.

5.10 All reported violations will be reviewed and investigated within 48 hours of receipt of the incident report.



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Article #6

6.1 Any death caused by means that are not accidental or natural, and occurs under unusual circumstances, shall be reported to the authorities immediately.

6.2 Any active or passive negligence or omission of care must be reported immediately.

6.3 by any member of the LATINX RECOVERY CENTER INC team, to preserve the well-being of the affected individual.

6.4 Physical abuse or any action caused by means that are not accidental or natural and happens under unusual circumstances will be reported to the authorities immediately.

6.5 LATINX RECOVERY CENTER INC, has a policy of 0 tolerance towards sexual abuse or similar or related behavior.

Signature of Employee or Volunteer – Collaborator.