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Template Staff Code of Conduct

Introduction:

As members of the team at [Recovery Home Name], we are committed to creating a safe, supportive, and respectful environment for all residents on their journey to recovery. Our code of conduct outlines the principles and behaviors expected of all team members to ensure the well-being and dignity of our residents, maintain the integrity of the program, and uphold the privacy and confidentiality of those we serve. This Code of Conduct applies to all individuals who have essential duties within the organization, including members of staff, contractors, volunteers, senior residents, and others with leadership positions within Recovery Home Name], here in after referred to as “staff”,

1. Modeling Recovery: All staff members are expected to model recovery principals and positive prosocial behaviors at all times when performing duties assigned by Recovery Home.
2. Prohibition of Sexual or Romantic Relationships: Staff members shall not engage in, initiate, or pursue sexual or romantic relationships with any residents of [Recovery Home Name]. Such relationships are strictly prohibited to maintain a professional and ethical environment.
3. Harassment and Threats: Staff members must treat all residents, fellow staff members, visitors, volunteers, and neighbors with respect, dignity, and kindness. Any form of harassment, bullying, intimidation, or threats, whether verbal, physical, or otherwise, is strictly forbidden.
4. Borrowing or Lending Money or Items: Staff members should refrain from borrowing or lending money or items of value to residents. Such financial transactions may compromise the professional boundaries between staff and residents.
5. Personal Finances of Residents: Staff members should not be directly involved in the personal finances of residents. This includes not managing resident money directly, making financial decisions for them, becoming a cosigner on bank accounts, or providing financial assistance beyond what is specified in program policies.
6. Privacy Policies: Staff members are required to uphold and strictly adhere to all privacy policies and confidentiality agreements in place at [Recovery Home Name]. This includes safeguarding the personal information and histories of residents.
7. Reporting of Inappropriate Relationships: All staff members have a responsibility to promptly report any suspicions or knowledge of inappropriate relationships, violations of this code of conduct, or any other unethical behavior within the recovery home. Reporting should be made to the appropriate supervisor or designated authority.
8. Professionalism: Staff members should maintain professionalism at all times, which includes dressing appropriately, refraining from the use of offensive language, and conducting themselves in a manner that reflects positively on [Recovery Home Name] and its mission.
9. Continuing Education: Staff members should stay informed about best practices in the field of addiction recovery and attend relevant training and workshops to enhance their skills and knowledge.
10. Non-Discrimination: Staff members shall not discriminate against any resident, staff member, visitor, volunteer, or neighbor based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic. We value diversity and inclusivity.
11. Conflict Resolution: Staff members are encouraged to address conflicts or concerns through appropriate channels, such as speaking with a supervisor, manager, or utilizing conflict resolution procedures in place at [Recovery Home Name].
12. Compliance with Policies and Regulations: Staff members are expected to comply with all policies and regulations established by [Recovery Home Name] and relevant government authorities.
13. NARR Code of Ethics: Staff members are expected to sign and uphold the National Alliance of Recovery Residences Code of Ethics.

Consequences of Violations: Violations of this staff code of conduct may result in disciplinary action, up to and including termination of employment. Additionally, violations may be reported to relevant licensing or oversight agencies when required.

By signing below, I acknowledge that I have read, understood, and agree to abide by the [Recovery Home Name] Staff Code of Conduct. I understand that violations of this code may result in disciplinary action.

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_