



Where hope and healing begin.

## CHCS ETHICAL CODE OF CONDUCT

The Ethical Code of Conduct demonstrates the commitment of The Center for Health Care Services (CHCS) to provide the very best services to our internal and external stakeholders. All workforce members and all contractors will meet the mission and values of The Center for Health Care Services.

### BOARD OF TRUSTEES

**As a CHCS workforce member, I specifically commit to perform my duties by the strictest of ethical standards at all times. I agree to:**

Daniel T. Barrett  
*Chairman*

Mary Rose Brown  
*Vice Chairman*

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Sam Williams, Jr.  
*Member Emeritus*

Ira Smith, Jr.  
*Member Emeritus*

Jelynn LeBlanc Burley  
*President/  
Chief Executive Officer*

- 1) Follow all Federal, State, and Local laws; rules and statutes; and any accreditation requirements.
- 2) Follow the CHCS Leadership Principles and Behavior Principles.
- 3) Follow all CHCS policies and procedures.
- 4) Not knowingly submit wrong, altered, or falsified documentation or billing.
- 5) Conduct business in a transparent and honest manner with all stakeholders.
- 6) Participate in all investigations, reviews or inquiries that are requested of me and meet with any governmental authorities, surveyors and accrediting bodies in an open and forthright manner, with the understanding that a commitment to quality services is our mutual objective.
- 7) Maintain all records for the appropriate length of time as determined by law and ensure that I will not destroy records to deny access to or hamper any investigation, internal or external.
- 8) Avoid conflicts of interest or the appearance of conflicts of interest. If I have knowledge of a conflict of interest I will inform my supervisor and the Office of People and Culture immediately.
- 9) Maintain appropriate professional boundaries and relationships with persons served, fellow workforce members, volunteers, and contractors.
- 10) Disclose any potential or known conflicts of interest or appearance thereof; avoid giving, soliciting or receiving favors, gifts, kickbacks, gratuities or bribes for any product, service or relationship.
- 11) Ensure that all services sought by persons served by CHCS are not coerced or induced by workforce members or external referral bodies.
- 12) Work with contractors to ensure that workforce member guidelines of CHCS are met and maintained.
- 13) Maintain my worksite and report any CHCS locations that do not meet health and safety regulations to my supervisor.
- 14) Work to ensure equal employment opportunities for all applicants and workforce members.
- 15) Understand that all CHCS workforce members are protected by "Whistleblower" mandates and laws and that retaliation and retribution will not be tolerated.
- 16) Support a smoke and drug/alcohol-free workplace; I will commit to following CHCS Tobacco Use policies.
- 17) Follow the CHCS policy regarding privacy laws governing persons served including HIPAA, 42 CFR 2, and all other laws, statues and standards and protect all information related to persons served at all times.
- 18) Not post images of treatment areas, workforce members, providers, or persons served without prior authorization/written consent through the External Relations Department or the Privacy Officer's Office.
- 19) Understand that the CHCS Ethical Code of Conduct does not supersede any Texas licensure, certification, degree or other external guidelines.
- 20) Review all relevant policies and the Ethical Code of Conduct at hire and annually thereafter.

The CHCS Compliance Officer is James Chapman  
6800 Park Ten Blvd., Ste. 200-S,  
San Antonio, TX 78213,  
210-261-1064, Compliance@chcsbc.org

*My signature below indicates that I have received, read, understand, and will comply with The Center for Health Care Services Code of Ethics. I understand that failure to comply with this Code of Conduct, or any CHCS policies and procedures may result in disciplinary action up to and including dismissal.*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*CHCS ID#*