

# Sigma House of Springfield, Inc.

(Sigma House Recovery Center/Larry Simmering Recovery Center/ Addiction Free Life Center/Sigma Central

## Policy and Procedures: Code of Conduct

This Conduct Code applies to all Sigma House full-time and/or part-time employees and/or volunteers. Upon employment, each employee and/or volunteer will be asked to read and sign this Conduct Code:

- a. The conduct of staff and/or volunteers shall be beyond reproach.
- b. The use of alcohol or mind-altering drugs during an individual's working and/or volunteer hours, or being affected by the use of alcohol or mind-altering drugs during such working and/or volunteer hours is prohibited. If recovering a support staff member/volunteer must have one year of continuous abstinence from drugs and/or alcohol. If recovering, a licensed and/or certified staff member/volunteer must have two years of continuous abstinence from drugs and/or alcohol.
- c. Not before two (2) years after date of discharge from any Sigma House treatment modality may a full-time or part-time Sigma House staff member have any outside social contact with or act as a twelve-step "Sponsor" to any former male or female client.
- d. Staff and/or volunteers will not attempt to influence current or past clients to practice the staff member's faith. Further, not before two (2) years after date of discharge from any Sigma House treatment modality will any staff member and/or volunteer provide his/her personal telephone and/or cell phone number, pager number, and/or email addresses, provide any form of transportation, provide housing to nor provide any professional service to any Sigma House client outside of the agency.
- e. Staff and/or volunteers will not show any partiality nor become romantically, emotionally, physically, financially, or sexually involved in any manner or have any other form of sexual relationship including using any form of social media including, but not limited to, texting, e-mail, Facebook and other social networking sites, or any other internet communication, with any current client or with clients who have been out of any Sigma House program (any/all modalities) for less than five (5) years from date of discharge from the Sigma House program.
- f. There will be no physical contact between a client and staff member or between staff members behind closed doors, nor in a private, one-on-one setting.
- g. Staff and/or volunteers may not engage in inappropriate supervisor/subordinate relationships to include, but not limited to emotional, sexual, financial or physical.
- h. Staff and/or volunteers will not buy, sell, or accept gifts from any client or any immediate family members or other relatives of the client. However, clients or any immediate family members or other relatives of a client may voluntarily donate items to Sigma House as they desire.
- i. Not before two (2) years after date of discharge from any Sigma House treatment modality, will staff and/or volunteers be permitted to employ, contract with, or allow clients to perform personal or professional services at a staff member's request, either at work or privately.

- j. Staff and/or volunteers will conduct themselves in a manner which is respectful and humane towards clients, their family members or other relatives, and visitors at all times. Staff and/or volunteers are prohibited from using profane, obscene or otherwise abusive language.
- k. Staff and/or volunteers shall not engage in any conduct that is criminal in nature or which would bring discredit upon the Agency obeying not only the letter of the law, but the spirit of the law.
- l. Staff and/or volunteers who are recovering from any alcohol or other chemical dependency who relapse will be assisted in obtaining appropriate treatment, but will be terminated from further employment and/or volunteer service at Sigma House. Any staff members who relapse and are terminated under this Policy will be eligible for rehire after a minimum of one (1) year after said termination for non-licensed and/or non-certified employees, and after three (3) years for licensed and/or certified employees.

Any violation of the above Conduct Code may be cause for disciplinary action up to and including termination from employment or volunteer service at Sigma House.

I, \_\_\_\_\_, have read and understand this Conduct Code.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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