

**CALIFORNIA ASSOCIATION FOR ALCOHOL/DRUG EDUCATORS (CAADE)
CODE OF ETHICS**

CAADE Professional

The CAADE Code of Ethics applies to the following individuals: Certified AOD counselors holding a Certified Addictions Treatment Counselor (CATC) credential at any and all tier levels (I, II, III, IV, V and N); Certified Addictions Treatment Counselor Interns (CATC-I); individuals registered to obtain certification by the California Association for Alcohol/Drug Educators (Registrant); individuals holding a CAADE Prevention Specialist (CPS) Credential; individuals holding a Certified Clinical Supervisor (CCS) Credential; and, individuals holding a Certified Addiction Treatment Educator (CATE) Certificate. All credentialed individuals hereinafter referred to as CAADE Professional.

CAADE Ethical Standards Revised (November 6, 2017)

SPECIFIC PRINCIPLES

Principle 1: Non-Discrimination

The CAADE Professional shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

A. The CAADE Professional shall be knowledgeable about disabling conditions, demonstrate empathy in interactions with clients with disabilities, and make available physical, sensory, and cognitive accommodations that allow clients with disabilities to receive services.

Principle 2: Responsibility

The CAADE Professional shall espouse objectivity and integrity, and maintain the highest standards in the services the CAADE Professional offers.

A. The CAADE Professional shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but may take appropriate initiative toward improving such policies when it will better serve the interest of the client.

B. The CAADE Professional shall not verbally, physically, or sexually harass, threaten, or abuse another staff member.

C. The CAADE Professional who is aware of unethical conduct or unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.

D. An applicant who sits for the CATC examination shall be responsible for assuring that he/she has met all the requirements for certification except passage of that examination, and that he/she has appropriately documented his/her compliance.

E. The CAADE Professional acknowledges and promotes the client's' right to autonomous decision-making and recognizes their role to assist clients in their efforts to identify, clarify, and pursue their goals. The CAADE Professional may limit client's' autonomous decision-making if, in the CAADE Professional's assessment, the client's actions or potential actions appear to pose a serious and imminent risk to themselves or others.

F. The CAADE Professional shall recognize the ethical responsibility of self-care as being paramount to the delivery of effective service. The CAADE Professional recognizes that any impairment that renders the CAADE Professional ineffective will necessitate that the CAADE Professional seek needed assistance up to and including separation from employment until such time the CAADE Professional can effectively engage in client care. The CAADE Professional shall support employee assistance programs in this respect.

Principle 3: Competence

The CAADE Professional shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the CAADE Professional and of the profession. The CAADE Professional shall recognize the need for ongoing education and clinical supervision as a component of professional competency.

A. The CAADE Professional shall recognize professional boundaries and limitations of the CATC's, Registrant's, and/or CPS' competencies and only offer/provide services or use techniques within the scope of his/her registration or certification as an AOD counselor.

Principle 3.5: Supervision

Any experience obtained under the supervision of a spouse or relative by blood or marriage shall not be credited toward the required hours of supervised experience. Any experience obtained under the supervision of a supervisor with whom the applicant has a personal relationship that undermines the authority or effectiveness of the supervision shall not be credited toward the required hours of supervised experience.

Principle 4: Legal and Ethical Standards

The CAADE Professional shall abide by and uphold the ethical standards contained in this Code of Conduct.

A. The CAADE Professional shall be fully cognizant and abide by all state and federal laws and laws governing the practice of addiction counseling, including but not limited to regulations protecting participant's, patient's, or resident's rights to confidentiality in accordance with the Code of Federal Regulations, Title 42, Part 2, Sections 2.1 et seq., and the Counselor Certification Regulations in the California Code of Regulations, Title 9, Sections 13000 et seq.

- B.** The CAADE Professional shall not claim either directly, or by implication, professional qualifications/affiliations that The CAADE Professional does not possess.
- C.** The CAADE Professional will not use, possess, or be under the influence of alcohol or illicit drugs on program premises or while attending or conducting program services.
- D.** The CAADE Professional shall cooperate with investigations into alleged violations of this Code of Conduct, whether initiated by the the California Department of Health Care Services (DHCS), or the California Association of Alcohol/Drug Educators, and shall supply information requested during any investigation unless disclosure of the information would violate the confidentiality requirements of the Code of Federal Regulations, Title 42, Part 2, Sections 2.1 et seq. The CAADE Professional, authorizes CAADE to release all information CAADE, its Board, or its agents possess, and hereby releases CAADE, its Board, or its agents from any liability.

Principle 5: Publication Credit

The CAADE Professional shall assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- A.** The CAADE Professional who publishes books or articles and/or makes professional presentations will assure that all sources of information and contributions are properly cited.

Principle 6: Client Welfare

The CAADE Professional shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.

- A.** The CAADE Professional shall disclose to clients that she/he operates under a code of ethics and that same shall be made available to the client if requested.
- B.** The CAADE Professional shall terminate a counseling or consulting relationship when it is reasonably clear to the CAADE Professional that the client is not benefiting from the relationship.
- C.** The CAADE Professional shall not use or encourage a client's participation in any demonstration, research, or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed.
- D.** The CAADE Professional shall take care to provide services in an environment that will ensure the privacy and safety of the client always, and ensures the appropriateness of service delivery.
- E.** The CAADE Professional shall not verbally, physically, or sexually harass, threaten, or abuse a client, a client's family members, or any other person known to be significant to the client.

F. The CAADE Professional shall provide appropriate services only within a framework of a professional relationship and when appropriate based on valid informed consent.

Principle 7: Confidentiality

The CAADE Professional working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice, or investigation without appropriately executed consent.

A. The CAADE Professional shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, and the use of material for training or observation by another party.

B. The CAADE Professional shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The CAADE Professional shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided, and shall be accessible only to appropriate personnel.

C. The CAADE Professional shall adhere to all federal and state laws regarding confidentiality and the CAADE Professional's responsibility to report clinical information in specific circumstances, such as child, elder or dependent adult abuse, or duty to warn/protect, to the appropriate authorities and their supervisor.

D. The CAADE Professional shall discuss the information obtained in clinical, consulting, or observational relationships only in appropriate settings for professional purposes and on a need-to-know basis. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.

E. The CAADE Professional shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

Principle 8: Client Relationships

It is the responsibility of The CAADE Professional to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The CAADE Professional shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

A. The CAADE Professional shall inform the client and obtain the client's agreement in areas likely to affect the client's participation, including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.

B. The CAADE Professional shall not engage in dual relationships with clients that have any significant probability of causing harm to the client, or the counseling relationship. A dual relationship occurs when a CAADE Professional and his/her client engage in a separate and distinct relationship, either simultaneously with the therapeutic relationship or within two years following the termination of the professional relationship. The CAADE Professional should not provide services to friends, family members, or any person with whom they have or have had a social, business, or financial relationship.

C. The CAADE Professional shall not exploit relationships with current or former clients for personal or financial gain, including social or business relationships. This could include, but not be limited to, borrowing from or loaning money to clients; accepting gifts from clients; accepting favors from clients such as volunteer labor; accepting goods or services in lieu of payment; or, paying clients for services – serving in the capacity of an employer.

D. The CAADE Professional shall not under any circumstances engage in sexual activities (both verbal and nonverbal and Internet/social media activities) with clients, clients' family members, or other persons known to be significant to the client, either simultaneously with the therapeutic relationship or following the termination of the professional relationship because of the potential harm to the client.

(i) If the CAADE Professional engages in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is the CAADE Professional – not the client – who assumes the full burden of responsibility of demonstrating that the former client has not, in any manner, been exploited, coerced, or manipulated, deliberately or not deliberately.

E. The CAADE Professional shall not accept as clients anyone with whom they have engaged in sexual behavior.

F. The CAADE Professional will avoid dual relationships with current or past clients in self-help based recovery groups (such as A.A., N.A., Al-Anon, Smart Recovery, etc.) by not sponsoring a current or former client; by not having as a client a former sponsor or sponsee; by avoiding meetings, whenever possible, where clients are present; and by maintaining clear and distinct boundaries between the professional counselor and self-help sponsor roles.

G. The CAADE Professional will refrain from promoting or advocating any religious orientation or from utilizing any religious doctrine as part of a treatment program, except in those circumstances where such a religious orientation is an accepted part of the program's mission and clients have voluntarily agreed to participate in such a program through an Informed Consent process.

H. The CAADE Professional shall refrain from the imposition of his/her personal, religious, spiritual, and/or cultural values on the client and foster client independence. The CAADE Professional acknowledges and promotes the client's' right to an autonomous and introspective process of personal growth.

Principle 9: Interprofessional Relationships

The CAADE Professional shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

A. The CAADE Professional shall refrain from offering professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.

B. The CAADE Professional shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

C. The CAADE Professional shall not in any way exploit relationships with supervisees, employees, students, research participants, volunteers, or clients.

D. The CAADE Professional shall seek resolution of workplace or professional issues in an appropriately assertive, understanding, and sensitive manner, utilizing established protocols when such exist.

Principle 10: Financial Arrangements

A. The CAADE Professional shall inform the client of all financial policies at the time of Informed Consent and for the duration of the working relationship.

B. The CAADE Professional shall consider the ability of a client to meet the financial cost in establishing rates for professional services (sliding fee scale).

C. The CAADE Professional shall not engage in fee splitting. The CAADE Professional shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.

D. The CAADE Professional, in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.

Principle 11: Societal Obligations

The CAADE Professional shall to the best of his/her ability actively engage the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and/or drug abuse.

As a CAADE Professional I will abide by the Code of Ethics stated herein, I understand that this Code of Ethics may be amended in the future and that I will be required to abide by that amended Code of Ethics to maintain my status as a CAADE Professional and my signature below indicates my desire and right to grant a release of information and _____waiver of confidentiality related to any allegations of unprofessional conduct concerning myself and can be shared with and investigated by the appointed members of the CAADE Ethics Committee.

Print Name: _____

Signature: _____

Date: _____