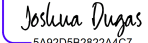




Code of Conduct Policy

Effective Date 08/01/2004
Revised Date 05/29/2026

Signed by:

Joshua Dugas, MBA, REHS, Acting Director

Policy It is the Policy of the Department of Behavioral Health (DBH) to establish and maintain official standards of conduct to align with County Code of Ethics, and in accordance with Compliance Program requirements, to be updated every two years. All DBH workforce members must adhere to all requirements set forth in the DBH Code of Conduct (DBH Code), including Department work standards and expectations, applicable laws and regulations, and DBH and County policies and procedures. The DBH Code serves as a guide for appropriate workplace conduct, including legal and ethical work practices.

Further, it is noted that the DBH Code serves as guidance to all members of the DBH workforce and contract agency staff to recognize and deal with ethical issues, provide mechanisms to report unethical conduct and foster a culture of honesty and accountability.

Purpose The purpose of this policy is to outline the standards of conduct requirement the DBH Code serves, whom it applies to, review and acknowledgement specifications, as well as applicable updates.

Code of Conduct Applicability The DBH Code applies to all workforce members, including regular, part-time and/or temporary staff, including but not limited to: executive management, management and supervisory staff, paid and unpaid interns and/or volunteers, contract employees, contract agency staff, All workforce members are expected to comply with the DBH Code as well as all applicable statutes, regulations and contractual obligations.

DBH Contract Agencies Agencies contracted with DBH shall either adopt the DBH Code of Conduct or develop its own Code of Conduct. If the agency elects to develop its own Code of Conduct, such document must be reviewed and approved in writing by the DBH Office of Compliance and can be submitted to:

Department of Behavioral Health
Office of Compliance
550 E. Hospitality Lane, Ste 325
San Bernardino, CA 92415-0026

DBHComplianceContractMonitoring@dbh.sbcounty.gov

If the contract agency chooses to adopt the DBH Code of Conduct, it shall comply with all applicable requirements set forth in the Department’s Code, applicable statutes, regulations, contractual obligations, and DBH and County policies and procedures, accordingly.

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Code of Conduct Policy, Continued

Receipt of the Code of Conduct

All DBH workforce members will receive a copy of the DBH Code at hire, and annually thereafter, and shall certify receipt/review/understanding of the DBH Code by signing the acknowledgement form found on the last page of said Code. New employees will receive a copy of the Code of Conduct during DBH's New Employee Orientation training and/or during onboarding.

Receipt of the Code of Conduct, continued

Contract agencies that choose to adopt the DBH Code of Conduct shall have access to the Code of Conduct via the DBH website. In addition, the agency shall have its staff certify annually that they have received, read, understand, and will abide by said Code by signing the acknowledgement form found on the last page of the Code of Conduct.

Questions

If you have a question or concern about the contents of the Code of Conduct, or its applicability to a specific circumstance, please discuss it with your supervisor or the Compliance staff at (909) 388-0879. You may also contact the Department's Office of Compliance via email at DBH-ComplianceQuestions@dbh.sbcounty.gov. If you prefer anonymity, you may call the Compliance Hotline at (800) 398-9736, DBH-ComplianceHotline@dbh.sbcounty.gov, or send an anonymous letter.

Reference

U.S. Department of Health & Human Services, Office of the Inspector General
