

All employees and team members are prohibited from engaging in certain activities with clients. The standard undergirding this policy and procedure is “once a client always a client” and is based in the spirit of the National Association of Alcohol and Drug Addiction Counselor’s Code of Professional Ethics.

All employees and team members are specifically prohibited from:

1. holding or securing any client’s money or property,
2. personally possessing a client’s photograph or image,
3. purchasing any item from a client,
4. lending a client money or any personal item,
5. engaging in any manner of barter or trade with a client,
6. giving a client a gift.

A client’s nominal gratitude-gift of food (value \$25.00 or less) to a team member may be accepted by the team member providing it is shared with other team members and/or clients. Example: cookies.

Some clients are engaged in commercial enterprise. In these instances a product of a client’s creative effort may be obtained, in an arm’s length transaction, from a commercial source. Examples: art purchased directly from the client is prohibited; art purchased from an art broker is permitted.

It is always wise to very careful in these situations. Seek supervision.

Any violation of this policy and procedure may result in the employee or team member being terminated from Ark Counseling.