

Policy Title: **Approval and Implementation of the Code of Conduct**

Policy #: **01-001-0015**

Effective Date: 01/13/2026

Approved by: SCCC MH Board of Directors

Functional Area: Corporate Compliance

Responsible Leaders: Telly Delor, Chief Compliance Officer

Policy Owners: Joy Vittone, Corporate Compliance Officer
Stephanie Shank, Human Resource Director

Applies to: Community Agency Contractor, Contracted Network Providers, Directly Operated Programs, Specialized Residential Providers, SCCC MH Staff, SCCC MH Board

Purpose: To formally approve and establish the St. Clair County Community Mental Health (SCCC MH) Code of Conduct as the official guide for ethical behavior and professional standards within SCCC MH.

I. Policy Statement

It is the policy of the SCCC MH Board of Directors that the [SCCC MH Code of Conduct](#), attached as Exhibit A and approved by the Board on December 9, 2025, outlines the principles, expectations, and standards that govern all interactions and business activities within and on behalf of SCCC MH.

II. Standards

A. All individuals covered by this policy are expected to familiarize themselves with and comply with the provisions of the SCCC MH Code of Conduct.

- B.** Violations of the Code of Conduct will be subject to disciplinary action, which may include verbal warnings, written warnings, suspension, or termination, depending on the severity and recurrence of the offense, in accordance with [Administrative Policy # 06-001-0055, Personnel: Corrective/Disciplinary Action](#).
- C.** The Code of Conduct will be reviewed and updated annually to ensure the Code's continued relevance and effectiveness. Revisions will be approved by the SCCC MH Board of Directors and communicated to all relevant parties.
- D.** All employees are required to acknowledge their understanding and agreement to abide by the SCCC MH Code of Conduct annually and at their initial hire date during onboarding or orientation.

III. Procedures, Definitions, and Other Resources

A. Procedures

None

B. Related Policies

[Administrative Policy # 06-001-0055, Personnel: Corrective/Disciplinary Action](#)

C. Definitions

None

D. Forms

Code of Conduct Acknowledgement

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

[Exhibit A: St. Clair County Community Mental Health Code of Conduct](#)

Secondary Contact Information: Kristy Dennis, Human Resources Manager

F. References

None

IV. History

- Initial Approval Date: 2026
- Last Revision Date: BY:
- Last Reviewed Date: BY:
- Non-Substantive Revisions: N/A
- Key Words: Code of Conduct