



# DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>COMPLIANCE PROGRAM: CODE OF ORGANIZATIONAL CONDUCT, DOCUMENT DISTRIBUTION TO EMPLOYEES AND ATTESTATION</b>	<b>POLICY NO.</b> <p style="text-align: center;">112.2</p>	<b>EFFECTIVE DATE</b> <p style="text-align: center;">08/01/04</p>	<b>PAGE</b> <p style="text-align: center;">1 of 3</p>
<b>APPROVED BY:</b>  <p style="text-align: right;">Director</p>	<b>SUPERSEDES</b>	<b>ORIGINAL ISSUE DATE</b>	<b>DISTRIBUTION LEVEL(S)</b> <p style="text-align: center;">1</p>

## PURPOSE

- 1.1 To maintain and promote the highest in ethical and legal conduct consistent with recommendations set forth by the Office of the Inspector General, Department of Health and Human Services for the development of a Compliance Program.
- 1.2 To ensure that all employees of the Department of Mental Health (DMH) have received a copy of the Code of Organizational Conduct.
- 1.3 To ensure that all employees of DMH are aware of their obligation to abide by the principles and standards set forth in the Code of Organizational Conduct.

## DEFINITION

- 2.1 For the purposes of this policy, the term “employees” is used broadly and is defined to mean any permanent or temporary employee, temporary agency or locum tenens employee, persons employed under contract or other type of purchased service agreement, unpaid students, interns and volunteers as well as any other persons who represent the Department in the course of their work duties.

## POLICY

- 3.1 All employees of DMH shall receive a copy of the Code of Organizational Conduct for the County of Los Angeles Department of Mental Health.
- 3.2 All employees shall sign an Attestation Statement (Attachment I) stating they have received a copy of and will abide by the principles and standards set forth in the Code of Organizational Conduct.
- 3.3 Program Managers are responsible to ensure each employee under their management has received a copy of the Code of Organizational Conduct and has signed the attached attestation.
  - 3.3.1 Program Managers are to be available to discuss the Code of Organizational Conduct with their employees and provide or obtain answers to any questions related to the document.



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- 3.4 Failure to sign the Attestation Statement may subject the employee to disciplinary measures up to and including discharge.

### **PROCEDURE**

#### 4.1 Initial Distribution of the Code of Organizational Conduct

- 4.1.1 Program Managers are responsible for distributing the Code of Organizational Conduct to employees and obtaining the signature of each employee on the Attestation Statement.
- 4.1.2 Program Managers are required to forward the original signed Attestation Statement to the Bureau of Standards, Practices and Conduct.
- 4.1.3 The Bureau of Standards, Practices and Conduct shall forward the original Attestation Statement to the Human Resources Bureau. The original Attestation Statement form shall then be placed in the employee's official personnel file in the Human Resources Bureau.

#### 4.2 Ongoing Distribution of the Code of Organizational Conduct to New Employees

- 4.2.1 The Human Resources Bureau shall distribute a copy of the Code of Organizational Conduct to each new employee upon commencement of employment and shall ensure that each new employee signs an Attestation Statement.
- 4.2.2 Program Managers are to be available to discuss the Code of Organizational Conduct with their new employees and provide or obtain answers to any questions related to the document.
- 4.2.3 The Attestation Statement shall be placed in the employee's official personnel file.
- 4.2.4 The Human Resources Bureau shall notify the Bureau of Standards, Practices and Conduct upon completion of any new Attestation Statement, including the employee's name, payroll number and date of signature.



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### **AUTHORITY**

State of California Department of Mental Health contract with the County of Los Angeles Department of Mental Health, Fiscal Year 2003-2004  
Code of Federal Regulations, Title 42, Section 438.608, Program Integrity Requirements

### **REFERENCE**

Code of Organizational Conduct

### **ATTACHMENT**

Attachment I            Code of Organizational Conduct Attestation Statement

### **RENEWAL DATE**

This policy shall be reviewed two years from the effective date.

**COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH**  
**CODE OF ORGANIZATIONAL CONDUCT**

**I acknowledge that I have received a copy of the Compliance Program document and that I will abide by the principles and standards set forth in the Code of Organizational Conduct.**

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**Print Name**

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**Signature**

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**Employee Number**

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**Date of Receipt**