



Drug-Free and Alcohol-Free Workplace Policy Statement Effective 1/26/23

It is the policy of The Bridge to maintain a drug-free and alcohol-free work environment that is safe and productive for employees and others having business with the company. The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on company or client premises or while performing services for the company is strictly prohibited. The Bridge also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, The Bridge prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the company's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

- **Pre-employment:** prospective employees who receive a conditional offer of employment
- **For cause:** upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance
- **Random:** as authorized or required by federal or state law
- **Post-accident:** requiring more than simple first aid treatment, damage to company property, or contributes to a loss-time accident/injury
- **Sanctions:** An employee who voluntarily admits to a drug or alcohol problem prior to being requested to submit to a substance use test may not be terminated for requesting help. The employee has three days to contest or explain a confirmed positive test after written notification of such result from the employer. Any employee testing positive shall be terminated. Any employee who refused to submit to testing or who refuses to cooperate shall be terminated. A resource file of assistance programs and other persons, entities, or organizations designed to assist employees with personal or behavioral problems is maintained at the Human Resources Department of The Bridge.

Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Applicant Copy to Keep

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting

agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s

credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Custom Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>



Code of Ethics

Preamble

This Code of Ethics provides a common set of values by which employees and volunteers of The Bridge, Inc. resolve to conduct ourselves in the workplace. As such, the activities of those employees or volunteers at The Bridge, Inc. are subject to the Code when such activities are work-related functions.

Principle 1: Nondiscrimination

The Bridge Inc. does not discriminate against clients or professionals based on race, religion, age, sex, disabilities, national ancestry, sexual preference, or socioeconomic condition.

- I will not condone or engage in discrimination based on age, color, culture, disability, ethnic group, gender, race, religion, sexual preference, marital status, or socioeconomic status.
- I will actively attempt to understand the diverse cultural backgrounds of the clients with whom I work. This includes, but is not limited to, learning how my own cultural/ethnic/racial identity impacts my clients' values and beliefs about the counseling and rehabilitation process.
- I will be cautious in using assessment techniques, making evaluations, and interpreting the performance of populations not represented in the norm group on which an instrument was standardized. I will recognize the effects of differences on test administration and interpretation and place test results in proper perspective with other relevant factors.
- I will not engage in or condone practices that are discriminatory in hiring, promotion, or training.

Principle 2: Responsibility

The Bridge, Inc. will work to advance the welfare of the individuals and families that it serves. We will demonstrate respect for the community of professionals, agencies, and individuals with which The Bridge, Inc. is associated.

- I am aware of my influential position with respect to our clients. I will avoid exploiting the trust and dependency of such persons. I will make every effort to avoid dual relationships with clients that could impair my professional judgement or increase the risk of exploitation. When such a relationship cannot be avoided, I will take appropriate professional precautions. Examples of such relationships include but are not limited to business or close personal relationships with clients.
- I understand that an intimate relationship (i.e., one of a sexual nature) with a client is prohibited and that intimate relationships with former clients are prohibited for two years following the termination of therapy, as well as any former client who is a minor as defined by Alabama State Law.
- I will not use my relationship with clients to further my own interests.
- I will never abandon those clients entrusted to my care.
- Prior to the discharge of those in my care, I will take reasonable steps to facilitate transfer of responsibility to another party when necessary.
- I will respect the right of clients to make decisions and help them to understand the consequences of these decisions.
- If I supervise others, I accept the obligation to facilitate their professional development by providing accurate and current information, timely evaluations, and constructive consultation.

Principle 3: Competence

The Bridge, Inc. recognizes the need for continued education, training, and development of its staff in order to promote the best interests of society, of the clients it serves, of its staff, and of the counseling profession as a whole.

- I will endeavor to prevent the delivery of treatment, rehabilitative, or prevention services by unqualified and unauthorized persons.
- I will recognize the boundaries and limitations of my professional competence and not offer services or use techniques outside of my competencies.
- I will demonstrate a commitment to gain knowledge, personal awareness, sensitivity, and skills pertinent to working with a diverse client population. I will endeavor to recognize the effect of professional

impairment on professional performance and am willing to seek appropriate treatment for my colleague(s) or myself. I will support peer assistance programs in this respect.

- I will not misrepresent my professional affiliations or qualifications.

Principle 4: Legal and Moral Standards

The Bridge, Inc. is committed to upholding the legal and accepted moral codes that pertain to our primary mission of providing high quality treatment, prevention, and rehabilitative services.

- I am responsible for obeying all laws pertaining to the delivery of services to the clients and families served by The Bridge, Inc.
- I am committed to a moral code that serves to better my community and society even when there is little or no financial return for The Bridge, Inc. or myself.
- If I am aware of unethical conduct or unprofessional practices by my co-workers, I will report such to the appropriate authority.
- I will adhere to the code of ethics of any professional organization to which I belong.

Principle 5: Public Statements

The Bridge, Inc., respects the limits of present knowledge in public statements concerning alcoholism, other forms of drug addiction, and rehabilitation services. Public statements include, but are not limited to, statements, whether paid or unpaid, solicited or unsolicited, which are issued in written, oral, electronic, or video format.

- I will acknowledge and accurately document materials and techniques used in the provision of treatment, prevention, or rehabilitative services.
- If I provide training or education in the area of alcohol and drug treatment, prevention, or rehabilitative techniques or skills, I will indicate to the audience the requisite training and qualifications required to properly perform these skills and techniques.
- I will report fairly and accurately appropriate, current, and relevant information to clients, other professionals, customers, and the general public regarding the treatment or prevention of substance abuse and the provision of rehabilitative services.
- I will take reasonable precaution to ensure that statements are based on appropriate literature and practice, that statements are consistent with this Code of Ethics, and that the recipients are not encouraged to infer that a relationship has been established with them personally.

Principle 6: Publication Credit

The Bridge, Inc. is committed to assigning credit to all who have contributed to material used in providing services for our clients.

- As an individual representative of The Bridge, Inc., I recognize my role as a model in the professional community. I will properly acknowledge those who have contributed in any way to a work I complete whether published or unpublished.
- I will in no way violate the copyright (electronically or in print) of anyone through the reproduction of material except in those ways allowed under copyright laws.

Principle 7: Client Welfare

The Bridge, Inc. respects the integrity and protects the welfare of the clients which it serves.

- In the presence of professional conflict or dispute regarding the care, treatment, or rehabilitation of a client, I will be concerned primarily with the welfare of the client.
- In the process of requesting personal information from another professional through a client, I will inform the client of the nature of such transactions. The information released or obtained with informed consent will be used for the expressed purposes only.
- I will not use a client or information revealing a client's identity in a demonstration role, workshop, or other training setting where such disclosure would potentially harm the client.

Principle 8: Confidentiality

The Bridge, Inc., is committed to protecting the confidentiality of our clients. We will not disclose information acquired about our clients without appropriately executed consent.

- I understand my duty to protect the confidentiality of the clients (present and former) of The Bridge, Inc.
- I am informed and responsible for adherence to applicable federal and state laws regarding confidentiality.

- I am aware of those notable exceptions to confidentiality laws in matters of suspected abuse / neglect and intent to do harm to self or others.

Principle 9: Client Relationships

The Bridge, Inc., ascribes to the practice of informing prospective clients of the important aspects of the potential relationship between the client and The Bridge, Inc., and its employees.

- I will 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.
- I will inform the designated guardian or responsible person of the circumstances which may influence the relationship when the client is a minor or incompetent.
- I will not enter into a professional relationship with members of my own family, intimate friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- I understand that an intimate relationship (i.e., one of a sexual nature) with a client is prohibited and that intimate relationships with former clients are prohibited for two years following the termination of therapy, as well as any former client who is a minor as defined by Alabama State Law.

Principle 10: Interprofessional Relationships

The Bridge, Inc., and its individual employees are aware of our responsibility to the treatment, prevention, and rehabilitative service professions. We look upon our colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- I will work with other professionals in the best interest of those clients I serve unless restrained by the demands of confidentiality.
- I will not exploit those relationships I have with supervisors, employees, colleagues, or volunteers.

Principle 11: Remuneration

The Bridge, Inc., maintains an established financial arrangement in the professional practice of treatment, prevention, and rehabilitative services, and / or housing its client population and in accord with the professional standards that safeguard the best interest of the client and of The Bridge, Inc. staff.

- I will not send or receive any commission or rebates or any other form of remuneration for referral of clients for professional services (i.e. fee-- splitting).
- I will not use my relationship with clients to promote personal gain or the profit of The Bridge, Inc., any other agency or enterprise of any kind.
- I will not accept a private fee or any other gift or gratuity for professional work with a client who is entitled to such services through The Bridge, Inc.
- I will devote a portion of my professional activity to services for which there is little or no financial return.

Principle 12: Societal Obligations

The Bridge, Inc., encourages the development of policies that serve the interests of our clients and the public. To that end, I will support such policy decisions made by The Bridge, Inc., of which I am a representative.

Acknowledgments

Portions of this Code of Ethics were copied or adapted from the following sources:

- 1 National Association of Alcoholism and Drug Abuse Counselors. (1995, May). Ethical Standards of Alcoholism and Drug Abuse Counselors.
- 2 American Association for Marriage and Family Therapy. (1998). MMFT Code of Ethics.

By signing below, I acknowledge receipt of the Code of Ethics. I have read the Code of Ethics, understand it, and agree to abide by it. I understand that my failure to abide by the Code of Ethics may result in disciplinary action, up to and including termination.

This is your copy to keep for your records.