

# **Addiction Counselor Certification Board of Oregon Ethics Commission Policy & Procedures**

## **POLICY ONE: COMPLAINT PROCEDURES**

### **1.1 PEER COMPLAINTS**

- Should a professional counselor or other professional request to file a complaint, an ACCBO Ethics Complaint Form shall be delivered to the requesting individual or party to complete and submit to the ACCBO Ethics Committee.
- Upon submission of the formal complaint, the complaint shall be date stamped and a notice of receipt of the complaint shall be returned to the complaining party.
- Complaints will be date stamped and presented to the Ethics Committee upon their next scheduled session.

### **1.2 SELF REFERRAL**

- Should a certified counselor request to self report potential ethical violations, an ACCBO Ethics Complaint Form shall be delivered to the requesting individual to complete and submit to the ACCBO Ethics Committee.
- Upon submission of the formal self report, the self report shall be date stamped and a notice of receipt of the self report shall be returned to the self reporting certified counselor.
- Complaints will be date stamped and presented to the Ethics Committee upon their next scheduled session.

### **1.3 COMMUNITY COMPLAINTS**

- Should a nonprofessional community member or AODA service consumer request to file a complaint, the individual will be asked to submit their complaint in the form of a written letter to the ACCBO Ethics Committee. Should an individual prefer to submit their complaint verbally, a taped oral interview can be scheduled and will be accepted by the ACCBO Ethics Committee.
- Should translation services, handicap services, etc. be required in order to make the complaint, the committee shall make every reasonable effort to accommodate special needs.
- Upon submission of the letter of complaint, the complaint shall be date stamped and a notice of receipt of the complaint shall be returned to the complaining party.
- Complaints will be date stamped and presented to the Ethics Committee upon their next scheduled session.

## **POLICY TWO: INVESTIGATION & DATA GATHERING**

### **2.1 WRITTEN NOTIFICATION TO THE COUNSELOR**

- Upon receipt of an ethics complaint and review by the Ethics Committee, notification of the complaint and the "nature of the complaint" will be mailed to the certified counselor. The counselor will be given a maximum of 30 days to respond in writing to the ACCBO Ethics Committee. Responses will be date stamped and presented to the Ethics Committee upon their next scheduled session. The Ethics Committee will review the certified counselor's response to the allegation(s) and make a decision in regards to any need for additional information. In order to maintain the integrity of the data gathering process the Ethics Committee will use discretion in disclosing any information to all parties involved in order to elicit sound information that has not been altered or corrupted by overdisclosure or fear of disclosure. Therefore, only the essential data will be presented to involved parties and at least initially names of complaining community members, peers, clients, etc. will be withheld in order to maintain the validity of the data gathering process.

### **2.2 COOPERATION**

- All certified counselors have signed/dated and agreed to the following as a prerequisite to certification:
  - ▶ **PRINCIPLE 12: Societal Obligations PART II**  
*I am dedicated to hereby pledge my adherence to the standards, ethics and practices of ACCBO. I understand that, if at any time in the future my conduct indicates that I have failed to adhere to the standards, ethics and practices of ACCBO, my right to use the title of CADC can be either suspended*

*or revoked, in accordance with the procedures outlined in the ACCBO Manual, by the Addiction Counselor Certification Board of Oregon.*

▶ **PRINCIPLE 10: Interprofessional Relationships SECTION b**

*The alcoholism and drug abuse counselor shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.*

- The ACCBO Ethics Committee requires that all certified counselors respond to complaints in a timely manner. The ACCBO Ethics Committee meets on a monthly basis. The standard time allowance for a certified counselor to respond to a complaint is 30 days or less based upon the date of the next meeting of the Committee. Certified counselors will be afforded a minimum of two weeks to respond to a complaint.

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## **2.3 OTHER DATA GATHERING**

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- Should a case require additional data gathering beyond the substance offered by the certified counselor and the original complaint(s), the committee shall initially request permission of the counselor and/or the complaining party(ies), for the committee to approach other involved parties and elicit their observations, or to set up taped interviews with the certified counselor and/or the complaining party(ies). The Ethics Committee will initially pursue consent from either the certified counselor or complaining party(ies), however the Committee reserves the right to make its own determination of necessary data collection and needed consent of the certified counselor or complaining party(ies). In order to maintain the integrity of the data gathering process the Ethics Committee will use discretion in disclosing any information to all parties involved in order to elicit sound information that has not been altered or corrupted by overdisclosure or fear of disclosure. Therefore, only the essential data will be presented to involved parties and at least initially names of complaining community members, peers, clients, etc. will be withheld in order to maintain the validity of the data gathering process.
- Other forms of data gathering may include reports of sanctions by other professional organizations, public records of criminal activity, investigations by the State Office of Alcohol & Drug, etc. . . .

# **POLICY THREE: PROCESSING COMPLAINTS**

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## **3.1 DEFINING ETHICAL VIOLATIONS**

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- The Ethics Committee will identify the problem or dilemma and gather as much information as possible that sheds light on the situation, and clarify whether the conflict is ethical, legal or moral or a combination of any or all these. The Ethics Committee will look at the defined problem from many perspectives to avoid simplistic solutions. The Ethics Committee will not look for "right or wrong" answers but accept the challenge to deal with ambiguity.
- The Ethics Committee will identify the potential issues involved pertinent to the Ethical Standards and contemporary practice guidelines in the field of addictions counseling. After the information is collected, the Ethics Committee will list and describe the critical issues and discard the irrelevant ones. The Ethics Committee will evaluate the rights, responsibilities and welfare of all of those who are affected by the situation and will accept the process of making ethical decisions by identifying competing principles.
- The Ethics Committee will review the relevant ethical guidelines. The Ethics Committee will ask whether agency or professional guidelines or ethical standards offer a possible solution to the problem. The Committee will consider whether its values and ethics are consistent with or conflict with the relevant guidelines, and whether there is a rationale to support the committee's position.

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### 3.2 INAPPROPRIATE COMPLAINTS

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- In cases where the complaint is found to be inappropriate (e.g.; the counselor is not certified through ACCBO, the complaint is against an agency versus a certified counselor, or is in regards to employment practices, etc.), notification will be sent to the complaining party(ies) with a recommendation for grieving to another organization. The ACCBO Ethics Committee shall make every reasonable effort to identify the appropriate resource and refer the complaining party to that particular organization, credentialing or licensing body.

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### 3.3 CONSULTATION

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- The Ethics Committee may obtain consultation. We may consult with an appropriate colleague or colleagues that may have a special expertise in a particular issue to obtain a different perspective on the problem. Consultation can help us think about information or circumstances that we may have overlooked. We will justify our course of action based on sound reasoning. Consultation with colleagues will provide us with an opportunity to test the rationale of our recommended disposition of the case. All consultation will be done while maintaining confidentiality of the unresolved case and protecting the rights of all parties concerned.

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### 3.4 DISPOSITION

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- The Ethics Committee will consider possible and probable courses of action. We may consider different possibilities for action and their potential effects on the client, for others related to the client, and for the constituency of counselors, community members or allied health professionals.
- The Ethics Committee will decide the best course of action, and present its recommendations to the board of directors. A process of anonymous decision making will be implemented with the board of directors, in order to protect the confidential nature of the ethics proceedings. The Ethics Committee will resolve cases in 12 months or less.
- Written notice of the disposition of the case will be mailed to the counselor. Any subsequent sanctions or alterations in certification status will immediately go into effect. All sanctions affecting certification status are a matter of public knowledge. Unresolved or unfounded allegations are not public knowledge. Therefore, any individual may contact ACCBO to verify the current certification status of any individual.

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### 3.5 ETHICAL STANDARDS OF ALCOHOLISM AND DRUG ABUSE COUNSELORS

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The Addiction Counselor Certification Board of Oregon is comprised of professional alcoholism and drug abuse counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. Alcoholism and drug abuse counselors dedicate themselves to promote the best interest of their society, of their clients, of their profession and of their colleagues. See expanded principles for more information.

- **PRINCIPLE 1: Non-discrimination**

The alcoholism and drug abuse counselor shall not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

- **PRINCIPLE 2: Responsibility**

The alcoholism and drug abuse counselor shall espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

a. The alcoholism and drug abuse counselor, as teacher, shall recognize the counselor's primary obligation to help others acquire knowledge and skill in dealing with the disease of chemical dependency.

b. The alcoholism and drug abuse counselor, as practitioner, shall accept the responsibility arising from the counselor's work.

■ **PRINCIPLE 3: Competence**

The alcoholism and drug abuse counselor, as teacher, shall recognize that the profession is founded on national standards of competency which promote the best interest of society, of the client, of the counselor and of the profession as a whole. The counselor shall recognize the need for ongoing education as a component of professional competency.

- a. The alcoholism and drug abuse counselor shall promote and support the practice of alcoholism and drug abuse counseling by qualified and authorized persons.
- b. The alcoholism and drug abuse counselor who is aware of unethical conduct or of unprofessional modes of practice shall report such violations to the appropriate certifying authority.
- c. The alcoholism and drug abuse counselor shall recognize boundaries and limitations of counselor s competencies and not offer services or use techniques outside of these professional competencies.
- d. The alcoholism and drug abuse counselor shall recognize the effect of professional impairment on professional performance and must be willing to seek appropriate treatment for one s self or for colleagues. The counselor shall support peer assistance programs in this respect.

■ **PRINCIPLE 4: Legal Standards and Moral Standards**

The alcoholism and drug abuse counselor shall uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The alcoholism and drug abuse counselor shall claim either directly or by implication, professional qualifications/affiliations that the counselor does in fact possess.
- b. The alcoholism and drug abuse counselor shall not use the accreditation by ACCBO for purposes that are not consistent with the stated purposes of the accreditation.
- c. The alcoholism and drug abuse counselor shall not associate with or permit the counselor s name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. The alcoholism and drug abuse counselor associated with the development or promotion of books or other products offered for commercial sale shall be responsible for ensuring that such books or products are presented in a professional and factual way.

■ **PRINCIPLE 5: Public Statements**

The alcoholism and drug abuse counselor shall respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The alcoholism and drug abuse counselor who represents the field of alcoholism counseling to clients, other professionals, or to the general public shall report fairly and accurately the appropriate information. .
- b. The alcoholism and drug abuse counselor shall acknowledge and document materials and techniques used.
- c. The alcoholism and drug abuse counselor who conducts training in alcoholism and drug abuse counseling skills or techniques shall indicate to the audience the requisite training/qualifications

required to properly perform these skills and techniques.

■ **PRINCIPLE 6: Publication Credit**

The alcoholism and drug abuse counselor shall assign credit to all who have contributed to the published material and for the work upon which publication is based.

- a. The alcoholism and drug abuse counselor shall recognize joint authorship, major contributions of a professional character, made by several persons to a common project. The author who has made the principle contribution to a publication shall be identified as a first listed.
- b. The alcoholism and drug abuse counselor shall acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c. The alcoholism and drug abuse counselor shall acknowledge, through specific citations, unpublished, as well as published material, that had directly influenced the research or writing.
- d. The alcoholism and drug abuse counselor who compiles and edits for publication the contributions of others shall list one s self as editor, along with the names of those others who have contributed.

■ **PRINCIPLE 7: Client Welfare**

The alcoholism and drug abuse counselor shall respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a. The alcoholism and drug abuse counselor shall define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b. The alcoholism and drug abuse counselor, in the presence of professional conflict, shall be concerned primarily with the welfare of the client.
- c. The alcoholism and drug abuse counselor shall terminate a counseling or consultation relationship when it is reasonably clear to the counselor that the client is not benefiting from it.
- d. The alcoholism and drug abuse counselor, in referral cases, shall assume the responsibility for the client s welfare either by termination by mutual agreement or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the alcoholism and drug abuse counselor shall carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and shall act in the best interest of the client.
- e. The alcoholism and drug abuse counselor who asks a client to reveal personal information from other professionals or allows information to be divulged must inform the client of the nature of such transactions. The information released or obtained with informed consent shall be used for expressed purposes only.
- f. The alcoholism and drug abuse counselor shall not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The alcoholism and drug abuse counselor shall ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and the profession from censure.

h. The alcoholism and drug abuse counselor shall collaborate with other health care professionals in providing a supportive environment for the client who is receiving prescribed medications.

■ **PRINCIPLE 8: Confidentiality**

The alcoholism and drug abuse counselor shall embrace, as a primary obligation, the duty of protecting the privacy of clients and shall not disclose confidential information acquired, in teaching, practice or investigation.

a. The alcoholism and drug abuse counselor shall inform the client and obtain 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 observation of an interview by another person.

b. The alcoholism and drug abuse counselor shall make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.

c. The alcoholism and drug abuse counselor shall reveal information received in confidence only when there is clear and imminent danger to the client or to other persons, then and only then to appropriate professional workers or public authorities.

d. The alcoholism and drug abuse counselor shall discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports shall present only data germane to the purpose of the evaluation and every effort must be made to avoid undue invasion of privacy.

e. The alcoholism and drug abuse counselor shall use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

■ **PRINCIPLE 9: Client Relationships**

The alcoholism and drug abuse counselor shall inform the prospective client of the important aspects of the potential relationship.

a. The alcoholism and drug abuse counselor shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, and / or observation of an interview by another person.

b. The alcoholism and drug abuse counselor shall inform the designated guardian or responsible person of the circumstances which may influence the relationship, when the client is a minor or incompetent.

c. The alcoholism and drug abuse counselor shall not enter into a professional relationship with members of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.

d. The alcoholism and drug abuse counselor shall not engage in any type of sexual activity with a client.

■ **PRINCIPLE 10: Interprofessional Relationships**

The alcoholism and drug abuse counselor shall treat colleagues with respect, courtesy and fairness, and shall afford the same professional courtesy to other professionals.

a. The alcoholism and drug abuse counselor shall not offer professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.

b. The alcoholism and drug abuse counselor shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

■ **PRINCIPLE 11: Remuneration**

The alcoholism and drug abuse counselor shall establish financial arrangements in the professional practice and in accord with the professional standards that safeguard the best interest of the client, of the counselor and of the profession.

a. The alcoholism and drug abuse counselor shall consider carefully the ability of the client to meet the financial cost in establishing rates for professional services.

b. The alcoholism and drug abuse counselor shall not send or receive any commission or rebate or any other remuneration for referral of clients for professional services. The counselor shall not engage in fee splitting.

c. The alcoholism and drug abuse counselor shall not establish any commercial relationship other than the counseling relationship.

d. The alcoholism and drug abuse counselor shall not accept a private fee or any other gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular employer may make explicit provisions for private work with its clients by members of its staff, and in such instances the client shall be appraised of all policies affecting the client.

■ **PRINCIPLE 12: Societal Obligations**

The alcoholism and drug abuse counselor shall advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. The counselors shall inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and shall make all reasonable effort to assure that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The alcoholism and drug abuse counselor shall adopt a personal and professional stance which promotes the well-being of all human beings.

I am dedicated to hereby pledge my adherence to the standards, ethics and practices of ACCBO. I understand that, if at any time in the future my conduct indicates that I have failed to adhere to the standards, ethics and practices of ACCBO, my right to use the title of CADC can be either suspended or revoked, in accordance with the procedures outlined in the ACCBO Manual, by the

Addiction Counselor Certification Board of Oregon.

*Adapted from the NAADAC Ethical Code for Alcoholism and Drug Abuse Counselors in 1988, revised 1994.*

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3.6 OTHER RECOGNIZED PRINCIPLES:

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CENTER FOR SUBSTANCE ABUSE TREATMENT, SUBSTANCE ABUSE & MENTAL HEALTH SERVICES  
ADMINISTRATION, U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

***Addiction Counselor Competencies: Addiction Training Centers***

*The obligations of an addiction counselor to adhere to generally accepted ethical and behavioral standards of conduct and continuing professional development. The counselor shall...*

- 8.1. Demonstrate ethical behaviors by adhering to established professional codes of ethics that define the professional context within which the counselor works, In order to maintain professional standards and safeguard the client.
- 8.2. Adhere to federal and state laws, and agency regulations, regarding addictions treatment
- 8.3. Interpret and apply information from current counseling and addictions research literature in order to Improve client care and enhance professional growth.
- 8.4. Recognize the importance of individual differences by gaining knowledge about personality, cultures, lifestyles, and other factors influencing client behavior, and applying this knowledge to practice.
- 8.5. Utilize a range of supervisory options to process personal feelings and concerns about clients.
- 8.6. Conduct culturally appropriate self-evaluations of professional performance, applying ethical, legal,

- and professional standards to enhance self-awareness and performance.
- 8.7. Obtain appropriate continuing professional education.
  - 8.8. Assess and participate in regular supervision and consultation sessions.
  - 8.9. Develop and utilize strategies to maintain physical and mental health.

## **POLICY Four: SANCTIONS & PEER ASSISTANCE**

### **4.1 SANCTIONS**

- The Ethics Committee may choose from an array of sanctions, such as, but not limited to:
  - ▶ **Educational Advisory**: a written statement warning the counselor of unethical or potentially unethical actions with recommendations to alter or cease practices in question, which will include educational advisement.
  - ▶ **Educational Warning**: a mandated requirement to participate in an educational activity that is pertinent as a corrective action to an identified unethical practice. The mandated activity must be completed in order to retain certification a reasonable amount of time will be levied by the committee depending on availability of the educational function. Educational mandates must be completed within 120 days or less as determined by the Ethics Committee.
  - ▶ **Official Ethical Reprimand**: a written statement mandating a counselor to alter or cease unethical practices within a defined period of time (no more than 30 days) in order to retain certification.
  - ▶ **Suspension**: suspension of certification for a period of time, usually accompanied by mandated (education, therapy, laboratory test results, etc.). Suspensions will be mandated as determined by the Ethics Committee. Suspension occurs as a result of unethical practices, counselor impairment, or unresolved warnings or mandates, as determined by the Ethics Committee.
  - ▶ **Revocation**: revocation of certification, where certification becomes null and void as a result of unethical practices, unresolved counselor impairment, or unresolved warnings or mandates, as determined by the Ethics Committee. Upon revocation a counselor must wait a minimum of two years before re-applying for certification.
  - ▶ **Permanent Revocation**: permanent revocation of certification, where certification becomes null and void as a result of unethical practices, unresolved counselor impairment, or unresolved warnings or mandates, as determined by the Ethics Committee. Upon permanent revocation a counselor may not re-apply for certification with the Certification Body.

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## 4.2 PEER ASSISTANCE (PROBATION)

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- Peer Assistance plans are developed in conjunction with mandated requirements of education, therapy, laboratory testing, etc. The Peer Assistance Plan is designed to assist the impaired counselor and/or non-ethically functioning counselor to improve their practice as an addictions counselor. The Peer Assistance Plan is an agreement signed by the Ethics Committee Chair or designated representative; and the identified counselor and must be witnessed by an authorized ethics committee representative or where the counselor's signature can be notarized by an official notary. The agreement represents the conditional terms of continued certification and outlines the activity(ies) which must be completed by the counselor in order to retain certification or become recertified following suspension.

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## 4.3 ETHICS VIOLATIONS AND SUGGESTED SANCTION GUIDELINES

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The following grid is for purposes of recommendation only to the Ethics Committee. Each case is inherently different, thus the Ethics Committee must make autonomous decisions based upon each particular case. The guidelines are offered for purposes of consistency and reflect contemporary thought in regards to ethical violations and sanction.

### **LEVEL ONE VIOLATION**

- < Record keeping errors impairing consumer access/AHP access
- < Misquoting others
- < Inappropriate advertisement
- < Misuse of Title

### **SANCTION**

1. Educational advisory
2. Educational warning
3. Reprimand

### **LEVEL II VIOLATION**

- < Slander-private
- < Non-crediting of others' research or techniques used or published
- < Inadequate anonymity of classroom case studies
- < Invalid research
- < Operating beyond the scope of credentialing
- < Failure to terminate ineffective treatment
- < Failure to refer

### **SANCTION**

1. Educational warning
2. Reprimand
3. Suspension

### **LEVEL III VIOLATION**

- < Breach of client welfare responsibility
- < Failure to warn
- < Failure to report abuse
- < Inappropriate counselor/client relations

### **SANCTION**

1. Reprimand
2. Suspension
3. Revocation /  
stipulated resignation

*financial, research, tape recording, treating family or friends*

**LEVEL IV VIOLATION**

- < *Plagiarism*
- < *Slander - public*
- < *Fee-splitting*
- < *Confidentiality - AHP breach*
- < *Confidentiality - non-AHP public breach*
- < *Malpractice (client, interprofessional, societal, etc.)*
- < *Sexual relations with a client*
- < *Falsified research*
- < *Counselor impairment*

**SANCTION**

1. *Suspension*
2. *Revocation/  
stipulated resignation*
3. *Permanent revocation*

**MEDIATING FACTORS & DEGREE OF HARM**

- \* *Evidence*
- \* *Validity*
- \* *Investigation results*
- \* *Degree of harm*

**POLICY Five: PROFESSIONALISM OF ETHICS PROCEEDINGS**

**5.1 LEGAL REQUIREMENTS OF ETHICS PROCEEDINGS CONFIDENTIALITY IN THE STATE OF OREGON**

- The State of Oregon Revised Statutes, Oregon Administrative Rule, Code of Federal Regulation does not require confidentiality of Professional Ethics Committee proceedings.
- There exists no overt or implied statement of confidentiality of Ethics Proceedings in the ACCBO Ethics Agreement.

**5.2 ACCBO ETHICS PROCEEDINGS CONFIDENTIALITY GUIDELINES**

- The following general guidelines of professional confidentiality are recommended to the Ethics Committee, however as previously stated are not required under law. The ACCBO Ethics Committee will make a determination of appropriate ethics proceedings confidentiality on a case per case basis.
- **General Guidelines**
  - ▶ Unresolved and/or unfounded allegations are not public knowledge and will not be maintained in an individual's certification file. Unresolved and/or unfounded allegations

will not be reported upon request.

- ▶ Sanctions are public knowledge and can be reported upon request.
- ▶ Certification status is public knowledge and will be reported in the counselor registry or upon request.
- ▶ Written copies of specific communications or audio tapes pertaining to the case will not be disseminated to the public unless otherwise requested by subpoena.
- ▶ Ethics Committee members will not discuss ethics proceedings outside of the committee membership or professional consultation. Final results will be noted in a log and alterations in certification status will become effective immediately.
- ▶ A written statement of sanctions & current certification status will be supplied upon request.

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### 5.3 PROFESSIONALISM AND CONFLICTS OF INTEREST

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- The ACCBO Board must vote to revoke or permanently revoke an individual's certification. However, the case will be presented to the Board anonymously with elements and factors of the case (lacking specific names). The Board will vote based upon conditions of the case versus any potential conflicts or biases due to prior knowledge or relationships. If a board member is aware of a conflict of interest they shall abstain from discussion, motions or voting.
- Any member of the Ethics Committee who is aware of a conflict of interest between themselves, the certified counselor(s) in question, or complaining party(ies) must abstain from ethics proceeding for that particular case.

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### 5.4 FORMAL DECISION PROCESS OF THE COMMITTEE

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- The ACCBO Ethics Committee will discuss, investigate and process complaints as previously outlined and in case of disagreement will vote by majority rule on any sanctions or sanction recommendations to the ACCBO Board.

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### 5.4 COMMITTEE MEMBERSHIP

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- THE ACCBO President shall make appointments to the ACCBO Ethics Committee based upon

application and demonstrated qualities appropriate for participation on the committee (specialized education, specialized experience, special interest, etc.).

*Revised October 3, 1997*