

Catalogue of Organizational Practices and Ethics (COPE) Checklist 141105

Adapted by George Braucht; LPC, CPCS & CARES with permission from William L. White.
From: White, W. L. & Popovits, R. M. (2001, 2nd Edition). *Critical incidents: Ethical issues in the prevention and treatment of addiction*. Lighthouse Institute: Bloomington IL.
Available at www.chestnut.org/LI/bookstore/index.html

A. Organizational Culture

1. Are the organization's vision and mission statements, values, performance objectives and measures, and Code of Organizational Practices and Ethics (COPE) written with sufficient clarity to allow their application in daily decision-making and discussions among staff/volunteers/clients? No Yes
2. Are education, experience and certification/licensure requirements for each agency position set to promote the likelihood that staff/volunteers have prior knowledge and skill in ethical decision-making? No Yes
3. Is the COPE integrated into the organization's personnel policies or corporate compliance program? No Yes
4. Are organizational vision, mission, values and ethical standards included raised during employee/volunteer hiring and included in staff/volunteer/client orientations? No Yes
5. Are ethical issues addressed in the in-service training schedule, not just as a special topic, but integrated as a dimension of all training topics? No Yes
6. Are opportunities provided for staff/volunteers/clients to explore ethical issues with other professionals within and outside the organization? No Yes
7. Are formal arrangements maintained that allow organizational leaders to access outside consultation on complex ethical-legal issues? No Yes
8. Are opportunities provided for staff/volunteers/clients to periodically review and revise the COPE? No Yes
9. Do organizational leaders frequently model COPE-based decision-making, recite the organization's vision and mission, explain the organization's values, and talk about key ethical issues in all communications with staff/volunteers/clients and during community outreaches? No Yes
10. Is COPE adherence a component of all staff/volunteer/client performance evaluations? No Yes



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11. Is ethical conduct a core value of the organization as reflected in agency history and mythology; the organization's brand including symbols, slogans, designation of heroes and heroines; and storytelling in organizational literature and during community outreach? No Yes
12. Are rituals built into organizational life that identify and celebrate instances of COPE-compliant behavior, identify practices that undermine or deviate from COPE, and promote recommitting to the COPE, e.g., staff/volunteer/client meetings, advances (traditionally referred to as retreats), strategic planning meetings, etc.? No Yes
13. Are processes in place through which staff/volunteers/clients can identify and rectify stressors that can contribute to poor ethical decision-making (role overload/conflicts, incompatible values and procedures, etc.)? No Yes
14. Is an employee assistance program available that addresses personal impairments that could affect staff/volunteer ethical judgment and conduct? No Yes

B. Ethical Decision-Making

15. Have staff/volunteers/clients been oriented to the multiple parties whose interests must be reviewed in ethical decision-making? No Yes
16. Are instances of COPE compliances celebrated and violations immediately and consistently addressed? No Yes
17. Are the forums clearly defined within which ethical issues can be explored, e.g., individual supervision, team meetings, etc.? No Yes

C. Ethical Violations

18. Do staff/volunteers/clients clearly understand the mechanism for reporting questionable behavior or COPE violations, and the results of subsequent investigations? No Yes
19. Are the potential consequences of COPE breaches clearly defined and communicated to staff/volunteers/clients? No Yes
20. Are the procedures through which COPE violations are addressed clearly defined and communicated to staff/volunteers/clients? No Yes

