

**GUIDELINES FOR A CONFLICT OF INTEREST WHICH OCCURS DUE TO A VR  
STAFF MEMBER'S RELATIONSHIP WITH A CLIENT**

**Purpose**

To provide guidance to employees of the ND DVR regarding avoiding ethical dilemmas in the delivery of VR services when a friend, family member, partner, acquaintance, co-worker, or other, applies for VR services. Please see the CRC Code of Ethics for specific standards of ethical practice.

<https://www.crccertification.com/filebin/pdf/CRCCodeOfEthics.pdf>

**Procedure**

*The moment a potential conflict of interest arises, it is the responsibility of the VR staff member to report this to his or her Regional Administrator (RA). It is the responsibility of the RA to ensure appropriate arrangements are made to ethically handle cases for the following:*

- Family members which may include:
  - parents, spouses, partners, siblings, children, step-family members, in-laws, cousins, aunts, uncles, grandchildren, and grandparents
- Other individuals including but not limited to:
  - Friends, colleagues, ex-colleagues, acquaintances, and neighbors

RA may consult with Chief of Field Services for agreed upon best interest of client and staff. To avoid any type of conflict, some cases may be required to be transferred out of the home region. Not all instances should require the case to be managed from a different region/office. Ethical principles should assist in making the best possible decision for the applicant as well as staff member and regional office. The RA and Chief of Field Services will determine the region/office that will manage the case.

When kept in the home region, the case will be marked as confidential in AWARE ND so only designated staff members have access to the case. The hard copy file will be kept in a locked place identified in each region that restricts access to that case.

In the instance where the individual is transferred to another region, the region serving the client will determine how the client will be served: counselor travels to client or if appropriate under guidelines, client travels with expenses paid. This will be on a case by case basis.