# **Vocational Rehabilitation Services Manual D-500: Business Procedures for VR Staff**

Revised May 15, 2023

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## **D-501: Ethics Policy**

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### **D-501-3: Family Members as Customers**

The term "family" includes one's:

* spouse;
* child;
* parent;
* grandparent;
* brother;
* sister;
* cousin;
* aunt;
* uncle;
* niece;
* nephew;
* any other individual related by:
  + kinship;
  + adoption; or
  + marriage (such as a step relative, for example, stepchild, stepparent);
* all related individuals who are dependent upon the employee or employee's family member for personal care or services on a continuing basis; and
* all individuals living in the same household with the employee or with an employee's family member (regardless of kinship).

TWC-VR employees must not:

* directly provide or influence the provision of services for any member of their own families as defined above;
* access their own customer records or those of family members; and
* gain access to any customer records for which they do not have an official state business need.

For more information on ethics, see the [TWC Personnel Manual, 1.9 Ethics Policy (PDF)](https://intra.twc.texas.gov/intranet/manuals/hr/ch1.pdf#page=32), the [TWC Ethics Policy](https://intra.twc.texas.gov/intranet/gc/html/ethics.html), and the  [2023 Code of Professional Ethics for Rehabilitation Counselors (PDF).](https://crccertification.com/wp-content/uploads/2023/04/2023-Code-of-Ethics.pdf)

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