



EMPLOYEE CODE OF CONDUCT

THE FOLLOWING CODE OF CONDUCT IS EFFECTIVE THIS DATE IN ORDER TO PROTECT THE RIGHT AND SAFETY OF ALL EMPLOYEES AND PATIENTS OF OCEANS HEALTHCARE VIOLATION OF ANY OF THE FOLLOWING ACTS WILL CONSTITUTE CAUSE FOR TERMINATION.

1. Stealing or willfully destroying or damaging any property of the facility, its patients, visitors or personnel.
2. Disobedience or insubordination to supervisors – refusal to perform assigned duties after a direct order.
3. Disorderly, immoral or indecent conduct towards any patient, visitor, physician or employee.
4. Reporting for, or attempting to work while under the influence of, or addicted to alcohol, drugs or narcotics, or in a physical condition making it unsafe or unsatisfactory to continue employment.
5. Unauthorized possession of firearms or other weapons on facility property.
6. Punching time on another employee's timecard, or requesting another person to punch your timecard.
7. Punching your timecard IN and OUT at times other than those authorized.
8. Unauthorized overtime.
9. Taking more than the specified time for meals or break periods. Failure to get authorization from supervisor or charge nurse to go on breaks or lunch period.
10. Leaving work stations without proper relief and/or authorization.
11. Failure to obtain permission from supervisor to leave premises during work hours.
12. Absence from work without a physicians permit and/or authorization from supervisor.
13. Misrepresenting reasons when applying for a leave of absence or for other time off from work.
14. Failure to return to work from an authorized leave or absence or vacation.
15. Discussing personal problems with patients.
16. Disclosing anything of a personal nature concerning a patient at any time – either inside the facility or outside – unless the specific work duties requires the giving or exchange of such information. Violating HIPAA.
17. Disclosing anything of a personal nature concerning an employee at any time – either inside the facility or outside – unless the specific work duties requires the giving or exchange of such information.
18. Failing to exercise proper custodial responsibility of facility keys assigned to your care.
19. Permitting another person to use keys to enter facility property without proper authorization.
20. Willful or careless disregard of, or inattention to, working directions and instruction; or refusal to comply with, or violations of these rules, safety or fire regulations or sanitary rules and regulations.
21. Smoking in unauthorized areas (patient rooms, corridors, treatment areas, nursing stations, medicine rooms, kitchen, and laundry.)

22. Consuming food or beverages at unauthorized times or in unauthorized areas.
23. Selling tickets or chances on pools or raffles without the approval of the administrator.
24. Unauthorized posting of notices or literature on facility premises.
25. Soliciting, collecting funds, and/or circulating literature of any nature on facility property during working hours without the approval of the administrator.
26. Performing personal work on facility time without the express permission of the administrator.
27. Using facility business phone for personal matters, or making or receiving personal telephone calls at any telephone other than the public telephone unless during authorized breaks and lunch periods.
28. Use or possession of mobile phone or wireless communication device in unauthorized areas (i.e., the unit).
29. Having visitors while on duty without authorization.
30. Unauthorized attendance or participation in meetings or gatherings during actual working hours.
31. Discourteous conduct towards any patient, visitor, physician or employee.
32. Inefficiency, inability and/or gross or repeated negligence in the performance of assigned duties.
33. Altering, falsifying or making a willful misstatement of facts on any patient record or chart, job or work record, employment application or any other hospital record or chart.
34. Failure to withdraw from or report outside activities or interest which conflict with, detract from or adversely affect the interest of the facility.
35. Being in unauthorized areas (kitchen, business office, med room, etc.) without authorization.
36. Violation of patient's rights.
37. Violation of patient confidentiality or disclosure of confidential employee information or records.
38. Refusal to consent.
39. Arguing and/or fighting.
40. Threats of any nature.
41. Sleeping while on duty.
42. Excessive absenteeism or tardiness.
43. No Call, No Shows; or Job Abandonment
44. Conviction of a felony.
45. Patient abuse or neglect (physical, sexual, verbal or mental).
46. Being out of designated uniform and without name badge.
47. Failure to attend staff meetings or required orientations/reorientations, without approval.
48. Failure to obtain employee physical reports when requested by supervisor.
49. Failure to report an employee incident within the proper time.
50. Lounging in patient rooms or using patient telephones.
51. Unauthorized use of company supplies, equipment or vehicles.
52. Failure to maintain required license, certification or registration or working without a mandatory license, certification or registration.
53. Violation of company's compliance program, including code of conduct.
54. Refusal to comply with OSHA standards.