

## **Code of Conduct**

As an organization that focuses on caring for the special populations that we serve, how we carry out our Mission is as important as the Mission itself. Our Mission and Core Values craft our environment as we carry out our daily responsibilities at Christ's Home.

Not only is our conduct and the care we provide important to the individuals under our care, we must remember that our conduct is also important to those organizations that regulate and license our services, partner with us to provide services and pay for our services. It is the expectation of Christ's Home that all employees adhere to all company policies as well as comply with laws and regulatory requirements governing Christ's Home operations. Employees are expected to uphold their positions with the highest integrity and to be honest and responsible in their conduct. Christ's Home is a special place that cares for senior adults and children with the love of Christ at the heart of our Mission. Our conduct must be worthy of our name, Christ's Home. Unethical, unlawful, or fraudulent conduct will not be tolerated and is subject to formal discipline, up to and including immediate dismissal if appropriate.

If at any time an employee has knowledge of or suspicion about unethical, unlawful, or fraudulent conduct within Christ's Home's operations by another employee, a board member, a vendor, medical staff, volunteer or contracted partner, the employee is obligated to report their concern to their supervisor, Human Resources Director, or the Compliance Officer.

Reports of conduct violations will be investigated and, if substantiated, employee disciplinary action will be taken appropriate to the scope and severity of the violation, up to and including immediate dismissal if appropriate. Examples of Code of Conduct violations include, but are not limited to, the following:

- Any form of resident/patient abuse
- Falsification of any resident/patient record □
- Billing for services not rendered
- Unauthorized release of protected resident/patient information (HIPAA)
- Disclosing or circumventing security protocols to protect electronic data (i.e., sharing User ID/Passwords) (HIPAA)
- Failing to provide necessary care to meet the needs of a resident/patient
- Jeopardizing the health and welfare of a resident/patient
- Harassment of residents/patients, employees, contractors, or guests including the use of profane or vulgar speech, threatening, or executing bodily harm on another person
- Discrimination against other employees, residents/patients, guests, or contractors
- Sleeping while on duty
- Failure to follow Christ's Home written Policy & Procedures
- Stealing (from Christ's Home, residents/patients, or other employees)
- Bringing firearms, illegal drugs, or conducting illegal activity of any kind on-campus
- Being under the influence of alcohol and/or a controlled substance (unless prescribed by a medical provider; and disclosed to Human Resources & accommodated by Christ's Home).
- Conduct that is dangerous, illegal and/or irresponsible (e.g. driving a personal or Christ's Home vehicle in a reckless manner, driving while texting, improper use of machinery that leads to injury, etc.).
- Lying, false representation and/or defamation about another member of the Christ's Home Community.

It is up to all employees of Christ's Home to carry out their duties to the expected high standard of care for both the residents and for the reputation of our organization. If you have any questions or need clarification on the Code of Conduct, Christ's Home policy or other expectations, please do not hesitate to contact your immediate supervisor, Human Resources Director or Compliance Officer.