

DEPARTMENT: HUMAN RESOURCES - EMPLOYEE CONDUCT	POLICY DESCRIPTION: GUIDELINES FOR CONDUCT
APPROVED:	REVIEWED:
REPLACES POLICY DATED: 8/97	REVISED:
ADOPTED:	PRIOR REFERENCE NUMBER: C-VI-01
Page 1 of 3	REFERENCE NUMBER: C-IV-02

SCOPE: All ARH Employees.

PURPOSE: To ensure that ARH employees exhibit the highest standards of conduct and personal integrity.

POLICY: It is the policy of Appalachian Regional Healthcare, Inc., (ARH) that its employees accept certain responsibilities concerning matters of personal conduct and exhibit a high degree of personal integrity at all times. Employees must respect the rights and feelings of others, and both in their business and personal life, refrain from any behavior that might be viewed unfavorably by the public at large. Whether an employee is on duty or off duty, their conduct reflects upon ARH. Employees are therefore required to observe the highest standards of professionalism at all times.

PROCEDURE:

I. Unsatisfactory performance

Should the performances, work habits, attitude, conduct or demeanor of an employee become in any way unsatisfactory in the subjective judgment of ARH management, the employee will be subject to disciplinary action up to and including immediate termination of employment. *Reference Employee Termination*

II. Unacceptable behavior

Kinds of behavior that ARH considers unacceptable include, but are not limited to, those listed below. An employee who engages in an unacceptable behavior will be subject to disciplinary action, including immediate termination of employment.

- A. Falsification of (which includes failure to document) any ARH record, including employment records, time cards, requests for pay, leave, benefits, or travel reimbursement, or information on patient medical records
- B. Violating ARH policies regarding discrimination or harassment
- C. Soliciting or accepting gratuities from vendors or patients
- D. Excessive absenteeism or chronic tardiness
- E. Sleeping while on duty

DEPARTMENT: HUMAN RESOURCES - EMPLOYEE CONDUCT	POLICY DESCRIPTION: GUIDELINES FOR CONDUCT
APPROVED:	REVIEWED:
REPLACES POLICY DATED: 8/97	REVISED:
ADOPTED:	PRIOR REFERENCE NUMBER: C-VI-01
Page 2 of 3	REFERENCE NUMBER: C-IV-02

- F. Unnecessary or unauthorized use of supplies, including but not limited to personal use of supplies
- G. Reporting to work intoxicated or under the influence of alcohol or non-prescribed drugs, or the illegal manufacture, possession, use, sale, distribution, or transportation of drugs or alcohol
- H. Engaging in fighting on ARH premises or injuring another employee, business partner, visitor or patient through either intentional or reckless conduct
- I. Using profane, foul, obscene, insulting, abusive or crude language, inappropriate jokes, racial slurs, sexual comments even if spoken in non-standard English/foreign language
- J. Theft, or unauthorized possession of property of ARH, its business partners, patients or employees
- K. Possession of firearms, weapons, or dangerous or hazardous objects or substances on ARH premises or while on ARH business
- L. Disregard of safety or security rules
- M. Insubordination, including failure or refusal to comply with instructions issued by a supervisor or other management representative of ARH
- N. Unauthorized disclosure of confidential information about ARH, its business partners, patients or employees
- O. Acceptance of improper gratuities for ARH work
- P. Misuse of ARH funds
- Q. Conviction of a felony, a high misdemeanor or a crime involving moral turpitude, or the commission of acts of moral turpitude, either at or outside the workplace
- R. Damaging or destroying ARH equipment or property, whether intentionally or carelessly
- S. Failure to perform satisfactorily in critical incidents, including but not limited to incidents regarding patient care
- T. Any failure to perform job duties, and in particular job duties in connection with the care and treatment of a patient, and action or inaction that could interfere with the rendering of patient care
- U. Negligence or carelessness in the performance of job duties
- V. Improper use of sick leave or other benefits
- W. Gambling on duty
- X. Disregard of or refusal to comply with ARH Corporate Bylaws, ARH Board of Trustee Policies and Procedures, ARH System Policies and Procedures, ARH Facility Policies and Procedures, practices,

DEPARTMENT: HUMAN RESOURCES - EMPLOYEE CONDUCT	POLICY DESCRIPTION: GUIDELINES FOR CONDUCT
APPROVED:	REVIEWED:
REPLACES POLICY DATED: 8/97	REVISED:
ADOPTED:	PRIOR REFERENCE NUMBER: C-VI-01
Page 3 of 3	REFERENCE NUMBER: C-IV-02

proper orders and instructions from duly authorized management employees

- Y. Engaging in other employment which conflicts with ARH interests without first obtaining company approval
- Z. Unexcused absences or leaving work without authorization
- AA. Excessive use of company telephones for personal matters
- BB. Conduct contrary to the ARH Principles of Care, or other policies, practices, or procedures of ARH concerning patient care and patient care standards
- CC. Any other conduct, either at or outside the workplace, that is unprofessional or potentially embarrassing or otherwise harmful to the interests of ARH, its reputation, its patients, or other employees.
- DD. Borrowing money from patients, or their family members
- EE. Dishonesty or withholding information necessary to ARH in the operation of its business
- FF. Failure to call or report for duty