

## **CODE OF ETHICS**

*VIOLATION OF ANY OF THE FOLLOWING RULES MAY BE GROUNDS FOR IMMEDIATE TERMINATION NO-CALL/NO SHOW IS VOLUNTARY TERMINATION*

### **EMPLOYEE SHALL NOT:**

- 1) Use client's vehicle.
- 2) Consume client's food and drink.
- 3) Use client's phone for personal calls.
- 4) Discuss his/her personal problems, religious or political beliefs with client.
- 5) Accept gifts or tips from clients.
- 6) Bring friends or relatives into client's home.
- 7) Consume alcoholic beverages, or illegal medication or drugs while on company time.
- 8) Smoke in client's home, with or without client's permission.
- 9) Breach client's privacy or confidentiality of all records.
- 10) Eat food brought to client's home without client consent.
- 11) Solicit clients for a donation or to purchase an item.
- 12) Fail to report any instances of suspected fraud or abuse.
- 13) Failure to report to immediate Team leader, at least 2 hours prior to the start of your shift, that you will be absent.
- 14) Fraudulently complete a time sheet or other legal document belonging to EXPRESS PROFESSIONAL HOMECARE LLC service (Agency will prosecute to the maximum amount allowed for this offense)
- 15) Borrow, purchase, or loan money or any other item to or from client.
- 16) Request client permission to leave before time there is complete.
- 17) Request client to sign time sheets before time furnished or several late time sheets.
- 18) Give client medical advice or dispense medication (prescribed or over the counter)
- 19) Discuss other clients or company business with a client, their family member or anyone outside of this agency.
- 20) Remain in home if client is not present.
- 21) Breach any rules and company policies contained in employee handbook.
- 22) Perform additional duties for client on his/her personal time. All contact with client shall be only on company scheduled time.
- 23) Fail to report immediately to your Team leader or appropriate person in charge:
  - a) Physical/Emotional changes
  - b) Changes in living arrangements
  - c) Absence of relatives that are to be there
  - d) Client cancels services
  - e) Client not at home

**BREACH OF ANY ONE OF THE CODE OF ETHICS MAY RESULT IN IMMEDIATE TERMINATION!**

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Signature of Applicant

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Date