Employee Conduct

 **Performance Standards**

We are each responsible for performing our duties adequately and properly. Personnel policies and procedures must be followed.

You are expected to respect your coworkers and should not behave in a manner that obstructs or hinders other employees from completing their duties.

The organization expects that every employee will operate in a manner that is safe for themselves, their coworkers and our patients, as well as follow the safety procedures at all times.

<<COMPANY>> expects all employees to uphold the certain standards of conduct within the organization and in their dealings with patients and the general public. In order to maintain these principles, you should:

* Meet your commitments.
* Respond truthfully to all inquiries pertaining to your job and be honest in all business relationships.
* Exercise common sense.
* Utilize sound judgment.
* Be imaginative in striving for improvement.
* Gain the respect of patients and co-workers.
* Be accountable for your own work.
* Work with your co-workers and Supervisor to make constructive suggestions for change.
* Strive to bring out the best in others.
* Use tact and courtesy in your dealings with coworkers and patients.
* Broaden your outlook – take responsibility for your own development.
* Develop your ability to communicate, both written and verbal.

**Standards of Conduct**

To maintain a safe and productive work environment, certain guidelines pertaining to our conduct and relationships must be followed. We strive to take a constructive approach to discipline, ensuring that actions which would interfere with job performance or the organization’s operations are not continued.

Violations of these standards will be taken seriously and may subject employees to disciplinary action, up to and including termination. All Supervisors have authority to enforce these standards of conduct and any other policies or procedures. To protect our employees and the organization, employees witnessing a violation are required to immediately report such an incident to a Supervisor. Although there is no way to identify every possible violation of standards of conduct, the following is a list of examples of infractions which may result in disciplinary action, up to and including termination at the organization’s discretion. This list is not intended to prohibit lawful protected and concerted activities.

**This list is intended to be representative of the types of activities which may result in disciplinary action, up to and including termination. It is not intended to be comprehensive and, therefore, the organization may impose discipline up to and including termination for any other violation or inappropriate conduct not listed below. This policy does not alter the employment-at-will relationship between you and the organization.**

* Violation of the Attendance, Time Records, Overtime, Confidentiality, Conflict of Interest, Information Requests/Employment References, Equal Employment and Anti-Harassment, Workplace Violence, Workplace Safety, Substance Abuse, Smoking, Family and Medical Leave, Equipment, Telephone and Computer Usage or other policies included in this Manual.
* Engaging in acts of dishonesty, fraud, theft, or sabotage. Unauthorized possession of property belonging to the organization , a patient or another employee.
* Fighting, horseplay, practical jokes or other conduct which may endanger anyone on our premises or in the field.
* Drinking alcohol and/or the use of controlled substances on the job or lunch hour or reporting to work under the influence.
* Refusing to cooperate with organization investigations, or providing false information or otherwise interfering with or obstructing a organization investigation.
* Violating criminal laws on organization premises or while performing business.
* Being convicted of a felony or crime.
* Threatening, intimidating, coercing, harming or interfering with the performance of employees, applicants, patients, vendors or the general public.
* Falsifying employment applications, resumes, time records, personnel documents, patient contacts or any other records belonging or relating to the organization, or intentionally giving false information to anyone who makes such records.
* Insubordination, including refusal to work on an assigned job, refusal to comply with instructions, refusal to comply with organization policies and refusal to work overtime.
* Instigating, encouraging or participating in any illegal and unprotected work stoppages, slowdowns, picketing or boycotts.
* Inability to establish sound relationships with patients, Supervisors or other WGI staff.
* Unauthorized, willful or careless waste, damage, removal or destruction of organization materials, property, equipment or supplies or causing scrap of equipment or materials due to carelessness.
* Reselling of supplies or purchasing of supplies on behalf of patients, co-workers or anyone other than the organization.
* Wasting time, loitering or leaving your place of work without permission during working hours.
* Conduct which, in Management’s opinion, reflects adversely on the organization.
* Performance which, in Management’s opinion, does not meet the requirements of the position.
* Engaging in activities that the organization determines may be inconsistent with the ordinary and reasonable rules of conduct or safety necessary to the welfare or interests of the organization, its employees or patients.
* Failing to immediately report any accident, incident, work-related injury, fire or other emergency to the proper authorities and your Supervisor.