



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: RULES AND REGULATIONS GOVERNING EMPLOYEE CONDUCT

POLICY NUMBER: 00010

REVIEWED & REVISED: 05/01/2012

POLICY:

The Hektoen Institute demands the highest standards of employee performance for their continued development and implementation of modern and progressive work practices. To assist in the achievement of this goal and to insure its efficient accomplishment, the following rules and regulations were promulgated.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

Rules and regulations concerning conduct shall be followed by all employees employed by Hektoen Institute.

I. POLICY:

- A. Conduct or behavior contrary to Rules and Regulations Governing Employee Conduct shall be subject to Disciplinary Action, up to and including discharge, depending on the nature of the rule infraction.
- B. Rules and Regulations Governing Employee Conduct include, but are not limited to, the list specified below:
 - 1. Mistreat or abuse patients, visitors, or other personnel in any manner, including loud, abusive, insolent, or rude behavior, and racial or ethnic slurs.
 - 2. Be in unauthorized possession of a weapon of any kind.
 - 3. Engage in fighting or horseplay.
 - 4. Exhibit insubordination by:
 - a. Addressing abusive, profane, or obscene remarks to a Supervisor.
 - b. Willful refusal or failure to follow the instructions of a person designated to supervise.
 - 5. Misuse of confidential or proprietary information, including patient or personnel records, clinic reports or tests, or any Departmental file, documents, or data.
 - 6. Steal, remove or be in unauthorized possession of Hektoen property or another person's personal property, regardless of the value of such property.

7. Using, possessing, and/or being under the influence of alcohol, controlled substances or un-prescribed prescription drugs while on duty.
8. Misuse timekeeping methods or facilities by:
 - a. Intentionally punching the timeclock of another employee.
 - b. Altering or falsifying time sheets, cards or other records.
9. Failure to follow instructions or fail to work in accordance with Hektoen Institute policies, procedures and/or practices.
10. Post or distribute unauthorized literature or pamphlets or remove authorized notices from bulletin boards without prior permission.
11. Engage in non-Hektoen business or sales of any kind without prior authorization.
12. Be repeatedly tardy or excessively absent from work, or be absent or tardy without justification or proper notification.
13. Leave assigned place or area of work during working hours without permission of the supervisor.
14. Falsify employment records or any other Hektoen center records through misstatement or omission of pertinent facts or information.
15. Loiter or remain on Hektoen premises outside of duty hours without authorization from supervisory personnel.
16. Litter, create or contribute to unsanitary conditions.
17. Willfully damage, destroy or misuse Hektoen or someone else's property.
18. Smoke in prohibited areas.
19. Engage in gambling.
20. Intimidate or coerce another employee through physical or verbal threats.
21. Sleep during working hours.
22. Violate security rules and regulations of Hektoen
23. Abandon his/her position by being absent from work for three (3) consecutive workdays without notifying his/her supervisor or designee.
24. Perform at less than a satisfactory level in any job classification.
25. Fail to abide by safety and/or fire prevention regulations.
26. Conviction of a State or Federal felony or plea of nolo contendere, regardless of whether on duty or on the premises of any Hektoen facility.

Approved by: _____

Date: _____

Job Title: _____

ADMINISTRATOR