# WORKPLACE CONDUCT AND PROCEDURES

# *ATTENDANCE, PUNCTUALITY AND DEPENDABILITY*

Because XXXX, . depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time.

Moreover, an employee must notify his/her supervisor or the Administrator as far in advance as possible, but not later than two hours before his/her scheduled starting time if he/she expects to be late or absent. An employee who fails to contact his/her immediate supervisor or the Administrator may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee’s supervisor and becomes part of the personnel record. Chronic lateness will not be tolerated. Chronic lateness is defined as being more than 7 minutes late, more than four times in any two consecutive months and/or more than 12 times in any 12 consecutive months. To the extent permitted by law, absenteeism and lateness lessen an employee’s chances for advancement and may result in dismissal.

# *DRUG & ALCOHOL ABUSE*

XXXX, . recognizes alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on XXXX, . premises or in any vehicle on XXXX, . premises:

* Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on XXXX, premises is strictly prohibited. These activities constitute serious violations of XXXX, . rules, jeopardize XXXX, . as a whole, and can create situations that are unsafe or that substantially interfere with job performance.

Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, XXXX, . reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

# *APPEARANCE AND CONDUCT*

XXXX, . expects employees to maintain a neat, well groomed appearance at all times. Employees should avoid extremes in dress.

* Front Office Staff will wear colored pants or skirts (blue or black) and a scrub top with appropriate shoes.
* Nurses will wear white pants or skirt and a scrub top with appropriate shoes.
* Medical Assistants will wear colored scrubs with appropriate shoes.
  + No jeans, sweatpants, spandex pants, tee shirts or sleeveless shirts are to be worn at anytime.
  + No flip flops or open toe sandals.

XXXX, . requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of XXXX, . require that employees maintain proper standards of conduct at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or XXXX.’s customers, or who violate any of the policies, are subject to appropriate disciplinary action, up to and including discharge.

# *VIOLENCE IN THE WORKPLACE*

It is XXXX, .’s policy to provide a workplace that is safe and free from all threatening and intimidating conduct. XXXX, . strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated.

It will be the violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

* Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
* Verbal conduct that is intimidating and has the purpose or effect of threatening the health and safety of a co-worker.
* Possession of firearms or any other lethal weapon on XXXX, property, in a parking lot or as a work-related function.
* Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

Any instances of violence must be reported to the Administrator. All complaints will be fully investigated. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

# *ACCIDENTS AND EMERGENCIES*

Maintaining a safe work environment requires the continuous cooperation of all employees. XXXX, . strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on XXXX, . premises. Employees should contact their supervisor ***immediately*** in the event of an accident or emergency.

If an employee is injured on the job, XXXX,. provides coverage and protection in accordance with the Worker’s Compensation Law. In the event that an injury to an employee is sustained while at work, the injury must be reported to the Administrator immediately.