

CODE OF ETHICS, STANDARDS OF CONDUCT, AND VIOLATIONS

Purpose:

To describe guidelines and policy for reporting violations to Code of Ethics or Standards of Conduct.

Policy/Procedure:

1. The Code of Ethics and Standards of Conduct shall be posted in the Employee Handbook.
2. The Employee Handbook shall be disseminated to employees during New Employee Orientation and acknowledgement of receipt/understanding shall be signed. This document should be placed in the personnel file.
3. The McCallum Place Code of Ethics shall also be posted on the company website and available for view by all stakeholders.
4. Violations of the Codes of Ethics or Standards of Conduct should first be reviewed with Direct Supervisor of the involved staff member. This should be submitted within 24 hours of the violation in a written format through use the company Confidential Incident Report. The Direct Supervisor will review the complaint within 7 days and respond within 10 working days.
5. Should the Direct Supervisor have a conflict of interest in the situation or is unavailable, McCallum Place also utilizes the Human Resources Manager for reporting violations of the Code of Ethics and Standards of Conduct. All calls to this individual are confidential and will be investigated within seven days and response will be given within 10 working days. Documentation of such calls will be recorded on the company Confidential Incident Report.
6. The Administrative Staff may be informed and referenced for decisions and actions pertaining to violations of the Code of Ethics and Standards of Conduct.
7. A copy of all Confidential Incident Reports should be placed in the employee file maintained by the direct supervisor of all involved staff.

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8. McCallum Place has a policy of no retaliation for the reporting of a suspected violation of the Code of Ethics or Standards of Conduct. If the reported violation is unfounded there will be no reprisal to the person reporting as long as the report was made in good faith.

Code of Conduct:

STAFF RIGHTS

As a McCallum Place staff member, you may request not to participate in an aspect of resident care due to perceived conflict with your cultural values, ethics, or religious beliefs. We will make every reasonable effort to approve such requests, so long as such requests do not negatively affect the patient's care, including treatment, and so long as there is an appropriate alternative method of care delivery. You must notify your supervisor in writing at the time of hire, or as soon as possible after you are notified that you may be required to participate in such aspect of patient care. You may be asked to perform alternative duties while another staff member assumes responsibility for those duties you have requested not perform. If there are considerable patient care duties you have requested not to perform, and this negatively impacts the facility's ability to provide sufficient patient care or significantly disrupts the treatment milieu, you may be transferred to another position entirely or you may be asked to leave the job so that a replacement staff can carry out the necessary resident care duties.

As a McCallum Place employee, you have a responsibility to display total integrity in your actions on behalf of McCallum Place. You are expected to conduct yourself at all times in a manner that will not bring discredit to the facility. McCallum Place's Standards of Conduct are intended to help guide your decisions and actions. McCallum Place's Standards of Conduct reflects our basic values, which are:

- To provide high quality medical and psychiatric care within a safe and nurturing environment
- To perform the duties of your job in a professional and efficient manner
- To respect and abide by all facility policies and procedures
- To present oneself in a professional manner in both action and appearance
- To be honest, trustworthy and reliable in all relationships
- To respect the dignity and individuality of each patient
- To uphold the principle of confidentiality with regard to all patient information

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- To interact with all coworkers in a respectful and professional manner, maintaining a primary focus on building team cohesiveness
- So as not to engage in team splitting, avoid judging, comparing or gossiping about one another by presenting oneself as superior to other coworkers at any time while interacting with patients

Violation of the McCallum Place's Standard of Conduct would include but are not limited to:

- Failure to report to work in a reliable and timely manner
- Excessive absenteeism
- Leaving the job without permission
- Defrauding, embezzling, or misappropriating facility or patient funds
- Disclosing confidential patient, employee or facility information to an unauthorized party
- Working with a competitor or competing directly with the facility in any manner detrimental to the facility or its patients
- Reporting to work under the influence of alcohol or drugs or engaging in the use or distribution of alcohol or drugs or any controlled substance while on facility premises
- Engaging in gossip about coworkers or patients
- Using threatening or abusive language with co-workers or patients
- Intimidating, coercing or fighting with a co-worker or patient
- Falsification of any facility records
- Insubordination by refusing to obey supervisory instructions or to perform work as directed
- Intentionally causing unsafe conditions which may cause harm or injury to co-workers or patients
- Sexual advances or comments toward a co-worker or patient

Any violation of McCallum Place's Standards of Conduct or any of its policies and procedures will lead to corrective disciplinary action, up to and including termination of employment. You or the facility has the right to terminate the employment relationship at will, with or without notice, at any time.

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