

**Employee Standards of Conduct**

Each employee always has an obligation to observe and follow the organization’s policies and to maintain proper standards of conduct. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken. Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the organization. The organization does not guarantee that one form of action will necessarily precede another. The following may result in disciplinary action, up to and including discharge: violation of the organization's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in organization activities or in organization vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of organization property, equipment or facilities in connection with outside work while on organization time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors. If you have any questions or concerns, please refer them to an executive staff member.

**Employee Confidentiality of Client / Student Matters**

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling client matters.

In accordance with HIPAA privacy standards all client /student private health information (PHI) shall not be disclosed to anyone in any form or media, whether it is electronic, paper, or verbal. This also includes cameras, cell phones, PDA’s, laptops. Employees are prohibited from taking unauthorized photos of clients. Employees are prohibited from uploading photos, or PHI to public or social networking websites including, but not limited to, FACEBOOK, INSTAGRAM, and YOU TUBE. PHI is to be disclosed on a “need to know” basis only.

Failure to follow this policy may result in disciplinary action. This may include a verbal warning, written warning, suspension with or without pay, and/or discharge.

I hereby understand and agree to these policies and understand the disciplinary actions that may be taken.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_