

CODE OF CONDUCT “BASICS”

IN OTHER WORDS.....

1. **MY JOB IS IMPORTANT. PATIENT'S AND CO-WORKERS RELY ON ME. I WILL NOT LET THEM DOWN.**
2. **I DO NOT VIOLATE ANY LAWS FOR ANY REASON.**
3. **I WILL REPORT ANY WRONGDOINGS I KNOW ABOUT TO MY SUPERVISOR OR THE CORPORATE COMPLIANCE OFFICER IMMEDIATELY.**
4. **I DO NOT CHEAT, STEAL OR LIE.**
5. **I TREAT MY PATIENTS, OTHER EMPLOYEES AND THOSE IN MY COMMUNITY WITH RESPECT AND KINDNESS.**
6. **I KEEP THINGS CONFIDENTIAL. I DO NOT TALK ABOUT PATIENTS UNLESS IN A PRIVATE PLACE.**
7. **I DO NOT GOSSIP.**
8. **I PROTECT HOME BOUND SUPPLIES AND EQUIPMENT AND ONLY USE THEM FOR MY JOB.**
9. **I PROTECT MY PATIENT'S INFORMATION. I DO NOT LEAVE IT IN AN UNLOCKED VEHICLE OR ANY OTHER UNSECURE PLACE.**
10. **I WEAR MY NAME TAG SO EVERYONE WILL KNOW WHO I AM AND WHAT I DO.**
11. **I VALUE AND RESPECT MYSELF AND DO NOT TAKE ILLEGAL DRUGS OR COME TO WORK IMPAIRED IN ANY WAY.**
12. **I AM POSITIVE AND MAKE MY WORK ENVIRONMENT A FUN, PROFESSIONAL AND HAPPY PLACE TO BE.**
13. **IF I AM UNSURE ABOUT SOMETHING OR HAVE A COMPLAINT, I WILL GO TO MY SUPERVISOR OR THE CORPORATE COMPLIANCE OFFICER.**
14. **I WILL ALWAYS KEEP LEARNING & PARTICIPATE IN ALL INSERVICES AND TRAININGS.**
15. **I DO NOT ACCEPT GIFTS OR MONEY FROM PATIENT'S, FAMILIES OR VENDORS.**
16. **I DO NOT DISCRIMINATE AGAINST ANYONE.**
17. **I DO NOT LIE ON ANY PAPERWORK, DOCUMENTS OR RECORDS.**
18. **I DO NOT FALSIFY ANY REPORTS.**
19. **I AM TRUSTWORTHY.**
20. **I WILL DO MY BEST AND FOLLOW THE RULES.**

I MAKE A DIFFERENCE

WHAT I DO, AND HOW I DO IT, AFFECTS OTHERS