

# Premere Rehab

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| <b>SUBJECT:</b>                            | <b>LAST REVISED</b> |
| 8.01 GENERAL RULES of PROFESSIONAL CONDUCT | 4/5/2022            |

**POLICY:** Premere Rehab expects all employees to adopt a high ethical standard of conduct in the performance of their duties, observing all laws and regulations governing business transactions and using corporate funds only for legitimate and ethical purposes. The following list shows examples of violations of Premere Rehab standards of conduct. These examples merely illustrate, and do not limit, the types of conduct that may be considered unacceptable.

## Attendance

- a. Excessive absences and/or tardiness in reporting to work (please see policy 8.02 Attendance and Punctuality). In determining whether an employee's absences are excessive, a supervisor may require a physician's statement to substantiate an illness.

## Performance

- b. Disobeying instructions, procedures, or policies, whether through neglect, procrastination, or deliberate disobedience by refusing to comply with any reasonable request made by the employee's supervisor.
- c. Failing to carry out assigned responsibility or performing substandard work, in quality or quantity, after appropriate orientation and training.
- d. Failing to follow instructions or refusing to work special hours or special assignments as defined by the supervisor. This includes floating to locations where there is a business need for patient care. (Please see policy 5.01 Travel for Business for definition of normal business operations)
- e. Leaving the work area without permission from the supervisor during work hours.
- f. Violating safety rules or creating a safety hazard or contributing to unsanitary conditions, or not maintaining work area cleanliness. Failure to wear assigned safety equipment.
- g. Failing to report any accident, job related injury, or unusual occurrence.

## Behaviors

- h. Insubordination, including, but not limited to, open defiance of instruction from a supervisor or the use of abusive, profane, or threatening language toward supervisory personnel or other employees in the performance of their assigned duties.
- i. Unbusiness-like conduct, including negative statements about employer
- j. Behavior not deemed appropriate for the workplace, such as running, engaging in horseplay, shouting, pranks, or practical jokes.
- k. Posting signs or notices on facility bulletin boards without permission or removing official notices already posted.
- l. Soliciting or accepting gifts, tips, or donations from vendors or others.
- m. Conducting personal business or enterprise on company property, including soliciting contributions or selling any article or service.
- n. Abuse of paid time by attending to personal matters during paid work hours including excessive personal telephone calls.
- o. Smoking in non-designated areas.
- p. Sleeping during work hours.

## Serious Misconduct

- q. Stealing property of the company, other employees, or visitors.
- r. Deliberately destroying, defacing, or abusing property of the company, other employees, or visitors.
- s. Unauthorized possession or concealment of firearms or other weapons while on company property.
- t. Assaulting, fighting with, or attempting to inflict bodily harm to a manager, other employee, or visitor.

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- u. Coming to work under the influence of alcohol or illegal drugs. Refusing to be tested if there is reasonable cause to suspect such influence.
- v. Forging, altering, deliberately falsifying any document, authorization, record, employment application or time sheet that is used. Making fraudulent or misleading statements of any kinds.
- w. Misusing confidential information about the company or anyone associated with the company. Premere Rehab will not indemnify any employee who faces legal action because of a breach of confidential information.
- x. Engaging in unlawful conduct on company property during or outside work hours. Failure to report any suspicious, unethical, or illegal conduct by fellow employees.
- y. Violation of the company non-discrimination or sexual harassment policy.
- z. Violation of the company policy pertaining to the Employee Code of Conduct.

Questions concerning employee responsibilities will be directed to a corporate office representative.